



POSITION DESCRIPTION

POSITION TITLE:	Manager, Therapeutic Services and Capacity Building
PROGRAM:	Therapeutic Services and Capacity Building
STATUS:	Fixed Term until June 30, 2023. Full-time (38 hrs per week)
REPORTING TO:	Director of Services
LOCATION:	200 Hoddle Street, Abbotsford. From time to time the incumbent may work from other THH sites.
CLASSIFICATION:	VAC/GMHC Employment Agreement April 2014

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTIQ+ organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For more than 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Now, our work has moved beyond Victoria and Thorne Harbour Health is responding to a broad range of health issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Counselling, AOD and Family Violence services make up the Therapeutic Services and Capacity Building (TSCB) team and provide specialist support services to the LGBTIQ+ community and those living with, affected by, or at risk of, HIV.

Thorne Harbour Health's services to the LGBTIQ+ community and people living with HIV recognise the importance of specialist responses led by the LGBTIQ+ community for the community and that HIV related programs adhere to the principles of the meaningful involvement of people living with and affected by HIV.

The **Counselling** team provides therapeutic services to individuals, couples, and families as well as group programs.

The **AOD** teams in both Victoria and South Australia provide assessments, care and recovery coordination and counselling services, as well therapeutic and peer led therapeutic and support groups and counselling and brief interventions.

The **Family Violence** team provides victim/survivor support, recovery, counselling and case management as well as perpetrator programs including counselling, case management and behaviour change.

The **Capacity Building** team deliver training/capacity building projects in the areas of LGBTIQ+ health and people living with or affected by HIV.

The Therapeutic Services and Capacity Building teams are made up of professionals from different disciplines and with expertise in different therapeutic modalities. Clinicians are all professionally qualified and currently registered or eligible for registering with appropriate professional membership organisations.

3. POSITION ROLE AND RESPONSIBILITIES

The Therapeutic Services and Capacity Building Manager is accountable for the leadership, clinical and operational oversight of all TSCB programs.

Leading Team Leaders and staff and managing the multiple services, the Manager seeks to be collaborative and dynamic in providing operational leadership and contributing to strategy development across Services.

The Therapeutic Services programs aim to support positive change in the clients through the delivery of evidence-based therapeutic individual, group, family and peer interventions to clients and their families.

The TSCB Manager has the key role in shaping the teams, contributing to the development of the TSCB programs, and ensuring the services engage meaningfully with other parts of THH and across relevant community stakeholders and sector partners statewide to make best use of internal and external resources and opportunities.

Critical to the role is to understand the cultural issues and barriers that may face people living with or affected by HIV and LGBTIQ+ community members including those who use alcohol or other drugs, experience family or relationship violence; and to lead culturally safe and appropriate responses.

Staff report operationally to their respective Team Leaders and the following roles currently report to, and receive Operational and Clinical Supervision from, the Manager, TSCB:

- Alcohol and Drug Program Coordinator – Victoria
- Counselling Team Leader

- Family Violence Team Leader
- Intake & Assessment Senior Clinician
- Capacity Building Team Leader
- Senior Clinical Supervisor

Key roles and responsibilities of the Manager, TSCB are as follows:

- Leading and managing Team Leaders and staff
- Program marketing and community engagement
- Strategic policy development
- Service development and growth
- Change leadership and management
- Development of Training and Capacity Building services
- Providing clinical supervision to Team Leaders
- Provide high level clinical practice leadership and innovation
- Implementation and oversight of client management systems
- Oversight of budgets and financial systems and resources
- Leading accreditation and quality improvement processes
- Program reporting
- Performance management
- Program recruitment
- Managing the preparation of tenders and submissions
- Participation in THH and sector leadership forums
- Public representation
- Broad oversight of clinical governance processes including client relations and records
- Management and facilitation of organisation wide committees and working groups
- Networking and collaborating with a broad range of organisations, peak bodies and Government Departments
- Ensure professional codes of practice and ethics are in place and adhered to
- Ensure Program adherence to THH Policies & procedures and all relevant legislation.
- Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training
- Lead student placement and volunteer programs
- Undertake other duties as directed in support of the organisation and its objectives

4. KEY SELECTION CRITERIA

Qualifications

1. Relevant tertiary qualification in health or community services, such as social work, psychology, or counselling
2. Eligibility for membership of a relevant professional association (e.g., AASW, AHPRA, APS)
3. Victorian Driver Licence.

Skills and experience

1. Experienced and competent in the design, delivery and leadership of therapeutic programs involving a diverse client group, including a demonstrated capacity to provide both operational and clinical supervision.

2. A good understanding of the issues of, and a commitment to work with, people living with, affected by or at risk of HIV.
3. Experience in leadership in a comparable role with demonstrated leadership skills including the ability to lead and manage a program and the capacity to plan work, motivate staff and monitor performance.
4. An understanding of contemporary health service management and an ability to apply them (e.g. risk management, financial management, project management, the development of quality systems and clinical governance).
5. Experience in advancing external partnerships, with service providers, government and other stakeholders, to enhance care pathways and build sector capacity.
6. The ability to collaborate effectively with colleagues and work as part of a professional team demonstrating a commitment to the delivery of high quality services to hard to reach and/or marginalised client groups.
7. Ability to ensure compliance with funding, target, quality and other reporting requirements.
8. A knowledge of and interest to work with people from LGBTIQ+ communities, including people with AOD misuse issues and those experiencing family violence in a non-judgmental and respectful manner.

Desirable

1. Post graduate qualifications relevant to management and leadership

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC/GMHC Employment Agreement 2014. Salary will be negotiated commensurate with experience.
- Salary packaging is available at Thorne Harbour Health; it is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's required contribution to superannuation will also be paid.
- Conditions of employment are as stated in the VAC/GMHC Employment Agreement 2014.
- The position is for 38 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working With Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must be either Australian citizens, or have permanent resident status.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@thorneharbour.org

For further enquiries please contact: Carolyn Gillespie, Director of Services on (03) 9865 6700 or carolyn.gillespie@thorneharbour.org.

Applications close Sunday, 26th September 2021.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.