

Position Description

Title	Team Leader Integrated Care
Business unit	Alcohol and Other Drugs and Wellbeing Services
Location	Coburg & Preston
Employment type	0.9-1.0 FTE
Reports to	Manager AOD Clinical Services & Partnerships

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

As Team Leader, you'll oversee daily operations of the harm reduction team and associated programs, ensuring alignment with management guidance and regulatory and policy standards. Your primary focus is addressing complex community care needs, achieved through building effective teams and fostering partnerships with stakeholders. You'll provide operational leadership, support clinicians in delivering high-quality services, and contribute clinical expertise to program development while maintaining collaborative relationships and ensuring consistent service provision and reporting standards.

2. Scope

Budget:

nil

People:

8-12 direct reports across multiple programs in different catchment areas (subject to change due to organisational requirements or program funding changes).

Current program status is:

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- 3 x Harm Reduction Clinician (Preston & Coburg)
 - 1 x Harm Reduction Peer Support Worker (Coburg)
 - 3 x Mental Health and Wellbeing Local Snr AOD clinicians (Whittlesea)
 - 2 x Mental Health & Wellbeing Local Peers Support Workers (Whittlesea)
 - 1 x Specialist AOD MH Clinician (Whittlesea)
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3. Relationships

Internal

- Community & Forensic AOD management and leadership
- Community & Forensic AOD Staff
- Specialist Family Violence Advisors

External

- Department of Health and Human Services
 - Other AOD organisations
 - Partner agencies
 - Funders and other stakeholders
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4. Key responsibility areas

Lead Provision of Treatment Services

- Advocate for individuals at high risk of opioid and other drug overdose, collaborating closely with various AOD treatment, harm reduction, and peer-based services to foster effective partnerships.
- Develop innovative responses to address existing and emerging overdose hotspots, ensuring proactive engagement with stakeholders to meet community needs effectively.
- Lead the operational functions of primary programs aimed at delivering client services, while also supporting the clinical practice of professionals across multiple service locations.
- Ensure clinicians receive adequate support to deliver safe, high-quality client services, maintaining a focus on continuous improvement and adherence to best practices.
- Provide contemporary knowledge and expertise in clinical practice and supervision within the AOD and related fields, contributing to the professional development of team members.
- Engage in program development initiatives and related projects as required, leveraging your clinical experience and insights to drive positive outcomes.
- Establish and maintain productive working relationships with clinicians, managers, and team leaders across Uniting AOD, MH & Carer services, fostering a collaborative and supportive environment.
- Ensure consistent service provision, accurate data recording, and high-quality reporting standards across catchment areas, facilitating effective decision-making and program evaluation.
- Use the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) to ensure effective identification, assessment and management of family violence risk for both victim survivors and people using violence.
- Use the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) to facilitate client information sharing (where appropriate) and ensure a collaborative approach is adopted for managing family violence risk.
- Work within the bounds of the Mental Health and Wellbeing Act 2022 to promote compassionate and improved mental health support while concurrently addressing AOD treatment goals.
- Work within a trauma informed framework.

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People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in leading practices and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

Professional Liaison and Consultation

- Consulting with other services to develop and support the provision of recovery and harm reduction orientated treatment.
- Developing and maintaining collaborative and productive working relationships with internal and external stakeholders.

Supervision and Professional Development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided and attend relevant training as required.
- Provide supervision to all staff in your programs.

5. Performance indicators

- N/A

6. Person specification

Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24 months of employment).
- Qualifications in dual diagnosis (or able to complete within the first 24 months of employment).
- (Refer to appendix A for details on competencies).
- Qualifications in management, leadership or supervision (desirable).

Experience

- Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis consumers and demonstration of the capacity to support staff in these areas.
- Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioral Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches and demonstration of the capacity to support staff in these areas.
- Demonstrated staff supervision and leadership skills and ability to deal with challenging presentations and complex issues in a health service setting, preferably in the AOD, Mental Health or forensic fields.
- In depth knowledge and experience working with in a harm reduction framework (desirable).

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate, and positive manner.
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
- Proven ability to work with a range of people and organizations (including specific work groups such as Aboriginal, CALD and Forensic clients).
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- Ability to identify, assess and respond to family violence risk appropriately.
- Ability to convey warmth, openness, empathy, and concern for the welfare of clients.
- Collaborate effectively with clients, families, colleagues, stakeholders, and other service providers.
- Demonstrated ability to use a variety of counselling theories and interventions to assist clients AOD goals.
- Current drivers' license

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Appendix A

AOD Competencies

Uniting AOD requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies, Uniting will invest in the person's professional development by providing them through its RTO.

The competencies required in the first 12 months of employment are;

CHCAOD001 - Work in the AOD sector – 4 days
CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

The competencies required in the second 12 months are;

CHCAOD002 - Work with clients who are intoxicated – 3 days.
CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: