

NON-RESIDENTIAL REHABILITATION LEAD FACILITATOR

Department:	Mental Health Drug & Alcohol		
Salary:	To be determined	Classification Code:	To be determined
Award/Agreement:	To be determined on skills qualifications and experience		
Position created:	August 2015	Date Reviewed:	November 2021

PRIMARY OBJECTIVES	<ul style="list-style-type: none"> • The Non Residential Rehabilitation Lead Facilitator will be responsible for the delivery and maintenance of the Daybreak program. Ensuring the provision of quality, effective and innovative service. Daybreak is an alternative treatment option for people who have achieved abstinence from their main substance of concern. It is a group program based on Cognitive Behavioral Therapy. <ul style="list-style-type: none"> ○ Providing individualized and flexible supports throughout a person’s treatment journey; ○ provide behavior-changing interventions to assist individuals to reduce or cease harmful alcohol and drug use ○ Undertaking interagency collaboration to support tailored activities to specific priority groups; ○ Assist clients to establish healthier lifestyles free of problematic alcohol and drug use ○ Assisting individuals and families to establish healthier lifestyles that lessen the negative impact of problematic alcohol and drug use. • Assisting the Team Leader Drug Treatment Service (DTS) to provide leadership, plan, implement systems, evaluate, report, enhance and build on the high standard of Service Delivery for the Non Residential Rehabilitation program and ensure the provision of quality and responsive services at all times while maintaining a client load and achieving relevant targets/milestones; • Assisting the Team Leader DTS to ensure services comply with legislative requirements, Service agreements and function within Sunraysia Community Health Services (SCHS) guidelines, protocols and values, Department of Health (DoH), Department of Human Services and other relevant government departments and statutory regulations; • Responding to organisational requests for professional advice and/or supervision and provide professional consultancy to management, other staff and agencies as directed by the Team Leader DTS; • Working across other DTS programs within areas of expertise.
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KEY SELECTION CRITERIA	<p><i>Essential minimal requirements</i></p> <p>Mandatory</p> <ul style="list-style-type: none"> • Certificate/Degree or Associate Bachelor of Social Work, Social Science, Nursing or equivalent. • Certificate IV in AOD or have completed the AOD core competencies. • Demonstrated training and experience in dual diagnosis. <p>Preferred experience</p> <ul style="list-style-type: none"> • Minimum of two years clinical practice and experience in therapeutic counselling interventions in a health setting. • Experience in staff/student supervision. • Experience in delivering educational and promotional presentations. • Experience developing, implementing, coordinating and evaluating service delivery and related functions.
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<p>SPECIFIC ACCOUNTABILITIES</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of the philosophy and principles of: harm minimization, Motivational Interviewing and Cognitive Behavioral Therapies. <p>Personal abilities / aptitudes / skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Commitment to ongoing skill development and training. • Must be flexible and diverse in service delivery. • Ability to participate in community needs research. • Effective organisational and time management skills. • Ability to represent the DTS team at internal and external meetings. <p>Desirable characteristics</p> <ul style="list-style-type: none"> • Highly developed knowledge and experience in use of computer and electronic Client Management systems, i.e. HMS, ADIS, Penelope and SCTT. • Program development, implementation and evaluations. • Experience in Quality Assurance management.
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<p>SPECIFIC ACCOUNTABILITIES</p>	<ul style="list-style-type: none"> • Report to and assist the Team Leader DTS on a regular basis. • Works with all staff within the DTS team. • Knowledge of Occupational Health & Safety Standards pertaining to the area of work. • Work in collaboration with Management, Staff and SCHS committees. • Is expected to have contact with local and state-wide rural health related services and relevant professional networks. • Provide leadership within the program area. • Ensuring the provision of quality and responsive services to the community. <p><i>Providing NRR program including:</i></p> <ul style="list-style-type: none"> • Assisting with the development, implementation, delivery and evaluation of the NRR program in Mildura; • Delivering information, advice and psycho-educational to groups/individuals e.g. motivational interviewing, CBT, collaborative therapy, relapse prevention etc. ; • Providing a sensitive/supportive approach with a clear aim to provide solution focussed strategies; • Managing a caseload of clients that possess complex issues; • Providing support for clients to link with other health and human services supports; • Delivering assertive follow up to NRR clients at 3 and 12 months, post treatment exit; • Managing the NRR within DTS requirements and relevant funding frameworks; • Supporting access/entry to treatment, engagement of clients post assessment and conduct discharge planning; • Supporting clients in case conferences and care plans with individuals, and their family/carers. <p><i>Assist the Team Leader DTS with effective day to day management of the SCHS NRR program by:</i></p> <ul style="list-style-type: none"> • Providing all new staff with a thorough orientation; • Assisting with coordinating the day to day running of NRR, identify potential discrepancies and address accordingly to minimise any risk potential; • Making recommendations on purchase requisition orders prior to submitting to the Team Leader DTS; • Working as part of a team and driving team members towards achieving the goals of the program and achieve strategic plan milestones; • Conducting other reasonable and lawful duties as directed by senior staff. <p><i>Assisting the Team Leader DTS to provide a high standard of service by:</i></p> <ul style="list-style-type: none"> • Contributing to relevant inter-agency service development including needs assessment, goal and strategy development and implementation as directed by Team Leader DTS;
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	<ul style="list-style-type: none"> • Assisting the Team Leader DTS when liaising with the DHHS on matters relating to specific program issues; • Assisting in the development of and implementing appropriate strategies to address local and regional issues, evaluating the outcomes and sharing the results as required; • Contributing towards SCHS' policy development and planning; • Leading and participating in staff development activities; • Representing and advocating for the needs of local communities and clients; • Representing SCHS on various internal and external working parties/groups as directed by team Leader DTS.
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CONDITIONS OF EMPLOYMENT	<ul style="list-style-type: none"> • Must pass and maintain applicable safety screening checks including but not limited to national and international criminal history check, NDIS Worker Screening check, Working With Children check, disciplinary action history declaration, proof of identity. Employment may be terminated as a result of details disclosed in safety screening checks. Incumbent must provide SCHS with evidence of currency as required. • Employment may be terminated as a result of details disclosed in a Working with Children Check report, criminal history check, NDIS Worker Screening check or equivalent. • New employees to positions are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time. • Maintain professional registration, licenses, provider numbers and insurance certificate of currency, if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required. • Abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act. • All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. SCHS operates in accordance with the relevant legislation and Acts and as such, the Codes / Standards should also be interpreted with reference to any organisational rules and procedures to which professionals may be subject. • Supply and maintain the associated costs of a Bring Your Own (BYO) mobile device e.g. smart phone, in order to log into various systems in relation to the role e.g. myGovID. • Ensure client and staff confidentiality is maintained at all times. • Possess a valid driver's license as you may be required to travel between and / or work from any SCHS site. • Some out of hours work may be required from time to time, but will be managed in a manner that ensures work / life balance. • Maintain a smoke free working environment. • National Immunisation Program: this position falls within the healthcare worker risk category A. (Refer to the SCHS staff immunisation procedure SCH0000764 for further information). • Undertake annual competency based training including but not limited to occupational health and safety, fire and emergency, risk management, manual handling, hand hygiene, standard and transmission based precautions, aseptic technique and personal protective equipment (PPE) training. • Discharge the duties and obligations of the role in a professional and competent manner. • Supervision and training of school based and higher education students on placement, as required.
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- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- As applicable, lead and/or participate in team initiatives, including regular staff meetings in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organization.
- Participating in Performance Development Agreement process at least annually.
- Contributing effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.
- Maintaining a high level of and, demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Actively supporting and encouraging a safe work environment by identifying and reporting all health and safety hazards, accidents, incidents, adverse client outcomes, property damage and mishaps in the workplace.
- Complying with SCHS policies, vision, mission, values and procedures, as well as applicable standards, guidelines and legislation (including OHS Act Vic, Equal Employment Opportunity requirements, Charter of Human Rights and Child Safe standards) by supporting the overall quality management and safety systems to provide a safe and healthy work environment, free from harm, sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent / minimize injuries and illness to self and others, and by utilising appropriate personal protective equipment.