

POSITION DESCRIPTION

Position Title:	Drug & Alcohol Clinician (Adolescents)
Business Unit/Department:	Adolescent Program
Division:	Drug Health Services
Award/Agreement:	Nurses & Midwives (Victorian Public Health Sector) Single Interest Employers Agreement; Medical Scientists, Pharmacists & Psychologists (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement; Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Clinical Nurse Consultant: CNC A (CAPR 3.1) to CNC B (CAPR 3.2) (ZF4 to ZJ4); Psychologist: Grade 2 – Year 1 to Year 4 (PK1 to PK4); Social Worker: Grade 2 – Year 1 to Year 4 (SC21 to SC24) Community Development Worker: Class 2A – Year 1 to Year 11 (XV10 to ON14) Youth Worker, equivalent Health or Welfare Worker
Reports To:	<u>Operationally:</u> Manager - Adolescent Community Programs Community Programs Manager Director of Operations - Drug Health Services <u>Professionally:</u> Director of Nursing & Midwifery (Nursing); Director of Psychology (Psychologists); Allied Health Managers - Social Work (Social Workers)
Direct Reports:	N/A
Date Prepared/Updated:	10 December 2025

Position Purpose
The Adolescent AOD Clinician position delivers specialist alcohol and other drug assessment, intervention, and support services to young people aged 12–25 who are experiencing or at risk of substance use issues. The clinician works collaboratively with young people, their families, and other support services to reduce harm, promote recovery, and support improved health and wellbeing outcomes. The role focuses on early intervention, client-centred care, and integrated support tailored to the developmental needs of adolescents. This role works within a small multidisciplinary team that coordinates the clinical delivery of treatment and care, ensuring all clients and their families receive timely, responsive and suitable services to meet their needs, works collaboratively within and across Drug Health Services.
Business Unit Overview
Drug Health Services delivers care within the Operations Directorate and is the main provider of integrated, multidisciplinary treatment and support services to people with substance use disorders in Melbourne's west.

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Key features of this service include inpatient and outpatient specialist clinics, community residential withdrawal, dual diagnosis residential rehabilitation, consultation and liaison services, community adolescent and adult services, and specialist women's programs. The service's innovative, person-centred programs include specialist support for adults, women, and children, many of whom have dual diagnoses and/or complex needs associated with trauma, family violence, poverty, and homelessness. The service is strengthened through co-location with Western Health metropolitan hospitals, enabling the provision of care across the continuum from acute settings through to community-based treatments and recovery support.

Key Responsibilities

- Undertake comprehensive Alcohol and Other Drug Assessments and develop clinically appropriate treatment plans, with clear discharge plans.
- To provide on-site and/or outreach assessment, counselling, referral, information and crisis intervention support to young people and their families/significant others affected by problematic substance use
- Provide high quality engagement, assessment, treatment and support services to young people and their families, using best practice principles including family inclusive practice and dual diagnosis principles
- Undertake referral and linkages to a range of youth services including Youth Justice, primary health, housing, parenting, family, legal, employment/education and recreational services
- Demonstrate a high level of time management skills and multi-tasking abilities to prioritise workflow
- To participate as a member of the Adolescent Community Programs Team, contributing to the development of collaborative approaches to young people's treatment plan
- Contribute to the skilled case coordination services as part of the multi-disciplinary team. Facilitate the participation of the young person's family/carers in the drug and alcohol program using a family centred approach. This might include the family's involvement in the young person's withdrawal program, pre, during and post withdrawal and/or the provision of support for families through education and counselling.
- Maintain up to date progress notes, case files and data entry in a highly proficient, confidential and timely manner.
- Facilitate referral to appropriate services, including provision of advice and recommendations to clients, linkages with COATS and other drug treatment services and with relevant community based agencies
- Competently utilise the ACSO/COATS Penelope Portal to report on attendance, motivation, treatment goals, clinical and financial TCA completion
- Share professional knowledge to support clinical development of colleagues
- Foster self-directed learning and self-assessment of learning needs
- To reduce the harm associated with drug use among young people through educative interventions including harm minimisation interventions, relapse prevention etc.
- Be familiar with legislation relevant to the service (e.g. Severe Substance Dependence Treatment Act 2010; Mental Health Act 2014; Health Information Act; Health Records Act), Children, Youth and Families Act 2005 and Child Safety Standards
- To develop and maintain close working relationships with key service providers involved in supporting young people living in the Western Metropolitan Region e.g. Housing, Mental Health Services
- Ensure all administration, data recording and financial accountability processes are known and adhered to, including administrative tasks such as VADC, iPM , DMR Bossnet and related to COATS and other forensic systems.
- Foster a high standard of service delivery based upon collaborative practice:
 - with colleagues in the Drug Health Services service, develop multi-disciplinary, individually-tailored care plans for individuals;
 - with other Western Health colleagues, coordinate care and services as required;
 - with staff from community-based provider organisations, coordinate the provision and delivery of services required by the individual.
- Provide clinical services that are evidence based and consistent with current clinical benchmarks and best practice in the area of substance use.
- Use knowledge of adolescent development and substance use and how this can impact on physical, emotional and psychological development. Knowledge of developmental needs should underpin your

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practice and allow you to assess the physical, emotional and psychological risks posed to young people who use substances

- Adhere to relevant professional clinical guidelines in the provision of services.
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for patients/consumers and teams
- Ensure the maintenance of client confidentiality and maintenance of comprehensive client records in accordance with funding requirements and Western Health policy and procedures.
- Liaise and network with Alcohol & Other Drug services and community-based service providers within Victoria. Through these relationships raise the profile of the service and develop integrated service delivery approaches
- Assist in the establishment and operation of feedback mechanisms from clients of the service (e.g., through DHS auspice surveys & feedback forms, compliance with the Western Health patient complaints mechanism, and other mechanisms to be created).
- In collaboration with the Manager Adolescent Community Programs, participate in relevant community forums and provide feedback to Drug Health Services about issues arising in the community in relation to substance use and/or the Services of Drug Health Services.
- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person
- Conduct external professional AOD training and community education sessions
- Develop, assist and/or implement innovative projects which are designed to reduce the harms associated with the use of substances
- Compliance with Western Health's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Bring to the attention of the Manager Adolescent community Programs, any potential risk factors arising in the provision of the service and/or potential adjustments to the service to improve the effectiveness of the service
- Maintain individually relevant professional development, participate in opportunities for education relevant to Drug Health Services clinical practice and contribute to Staff Development activities
- Participate in Operational and Clinical Supervision
- Comply with all relevant funding and services agreement requirements, including reporting of activities and statistical returns by entering information on to relevant data bases.
- Adhere to MARAM requirements when working with clients at risk / or experiencing Family Violence
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Other tasks as directed by management

Nursing Key Responsibilities:



Leadership

- Communicates information and expectations clearly and concisely in a way that builds effective and collaborative working relationships with others.
- Maintains a professional demeanour and serves as a role model for all nursing staff, both as a clinician and in line with behavioural expectations.
- Provides leadership in clinical situations demanding action.
- Take accountability for own actions and others under direction and sphere of responsibility.
- Promotes a culture of innovation, education, excellence and consumer/client first focus, through policies and practices that support and recognise individual and collective team contribution.
- Demonstrates strong mentoring skills within the nursing and multidisciplinary team and supports succession planning.
- As an expert resource, provides expert clinical knowledge and direction to ensure that clinical standards, policies and procedures promote a client focussed model of care.
- Exhibit a high level of emotional self-control and flexibility in complex, changing, and/or ambiguous situations and when confronted with challenges.
- Maintains and fosters relationships with appropriate internal and external stakeholders.
- Provide leadership that inspires and enables delivery of Drug Health Services and Western Health's strategic objectives.

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Research

- Obtains feedback through means such as surveys to ascertain whether service standards meet stakeholder expectations and responds to any identified deficits.
- Identifies areas that require improvement through observation, audits, incidents and staff feedback and implements improvement initiatives accordingly.
- Lead quality or practice improvement initiatives at local level and/or contributes to quality or practice improvement initiatives at program or organisational level.
- Apply research evidence to clinical practice, has well developed strategies to inform practice in the absence of high-level evidence.
- Present and publish in appropriate professional conferences and journals and remain informed of the current literature.
- Adhere to Drug Health Services & DFFH, Victorian Alcohol and Drug Collection (VADC) and reporting requirements.
- Contributes to a Quality and Business Plan as required in accordance with the National Safety and Quality Health Service Standards and Western Health Guidelines
- Participate in DHS approved Quality Improvement, research projects, maintaining a high standard of ethical conduct, quality service provision and reflective learning



Evidence Based Practice

- Using evidence-based practice, participate in evaluation of the progress of individuals and groups towards expected outcomes and reformulation of care plans.
- Be familiar with local and organisational policies, procedures and guidelines.
- Contribute to adverse event investigations and undertake individual and team-based reflective practice.
- Continuously reviews existing practices and policies according to evidence-based practice to minimise adverse, promote positive client outcomes and identify areas of improvement in nursing practice.
- Participate in new initiatives to enhance patient and client outcomes and experience, or staff employment outcomes and experience.
- Identifies opportunities for process redesign and to support staff in the implementation of redesign projects and activities.
- Be aware of Western Health's Strategic Priorities, and ensure activities align with these priorities.
- Implement evidence-based practise including motivational interviewing, CBT, harm minimisation, strengths based, mindfulness and trauma informed practise.



Education & Learning

- Maintains and updates own professional development portfolio to demonstrate an ongoing commitment to learning and best practice.
- Exchange and share information from participation in seminars and conferences with colleagues via huddles, in-services, presentations, education forums, team and other meetings.
- Provides education within area of extended nursing knowledge, skills & essence of nursing expertise to multidisciplinary team members and clients/families.
- Works with less experienced nurses to develop their capabilities.
- Promote the development of, and involvement in, professional networks and learning communities.
- Develop and evaluate policy initiatives that aim to foster patient/client involvement and provide them with real and meaningful choices about treatment options.
- Participate in personal annual performance development planning and reviews to identify learning and development needs and progress towards achievement.
- Foster self-directed learning and self-assessment of learning needs.



Clinical Expertise

- Undertake pre and post withdrawal planning by working with clients and family members to develop agreed support plans for their withdrawal, post-withdrawal treatment and ongoing care.

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- Work collaboratively with the Central Intake & Assessment Service and other service providers to achieve desired outcomes for the organisation and our patients/clients and their families.
- Co-ordinate shared care including engagement, regular information and feedback to referring agencies.
- Liaise with GP's and other relevant service providers to provide wrap-around support for clients.
- Foster collaborative relationships with members of the DHS MDT and with practitioners from agencies within the Western Integrated Drug and Alcohol Network (WIDAN) Consortium as well as other organisations to facilitate seamless service delivery in order to provide Best Care to clients of the service system
- In a consulting capacity, provides clinical nursing expertise and direction in line with clinical standards policies and procedures to both internal and external customers, including providing high level nursing assessment, care planning and interventions/procedures.
- Is responsible for a timely response to referrals and manages and provides assistance to others in prioritisation and completion of tasks such as completion of necessary statistical data.
- Act to ensure safety by managing clinical risk and intervene, as necessary, to achieve optimal outcomes for clients and teams.
- Ensure any risks and adverse events are reported appropriately and promptly and prevention strategies are implemented to ensure the safety of all clients and consumers.
- Provide secondary consultations to referrers and other AOD services to assist with appropriate treatment pathways and to ensure a smooth transition.
- Facilitate screening, consultation and gathering of information with psychiatrist/mental health case managers/psychologist to ensure appropriate mental health criteria within Dual Diagnosis context
- Provide information, psychoeducation and brief interventions to clients and their families affected by substance use, including with clients with Forensic involvement.
- Act as a primary resource in relevant area and ensure the provision of high quality, culturally sensitive client care in partnership with clients, their significant others and other members of the multidisciplinary care team.
- To benefit forensic clients facilitate referral to appropriate services, provision of advice and recommendations to clients and maintain relationships with the Courts, Victoria Police and the Community Offenders Advice and Treatment Services (COATS), notifying them of client attendance, referral and treatment progress, variation and completion.
- Competently utilise the ACSO/COATS Penelope Portal to report on attendance, motivation, treatment goals, clinical and financial TCA completion.
- Provide clinical services that are evidence based and consistent with current clinical benchmarks and best practice in the area of substance use and mental health issues.
- MARAM requirements are followed up or initiated when working with clients at risk / or experiencing Family Violence.
- Represents clinical specialty in multidisciplinary working groups.
- Contribute to routine data collection and report writing for funding bodies as required.
- Develop, assist and/or implement innovative projects which are designed to reduce the harms associated with the use of substances.
- Adhere to relevant professional clinical guidelines in the provision of services.
- Actively participate in the revision and development of policies, clinical guidelines and treatment.
- Be familiar with legislation relevant to the service (eg. Severe Substance Dependence Treatment Act 2010; Mental Health Act 2014; Health Information Act; Health Records Act 2001, Children, Youth and Families Act 2005 and *Child Wellbeing and Safety Act (2005)*).
- Report to managers/team leader any trends and changes in service demand.
- Participate in weekly clinical intake meetings contributing to clients admission into the WTDP.
- Complete Optional Assessment modules where this additional assessment information will assist with the further development of treatment plans and is deemed clinically appropriate.
- Foster a cooperative team environment which values collaboration to ensure a focus on efficient systems and client needs.
- Ensure respectful communication to reduce occupational stress.
- Maintain up to date progress notes, case files and data entry in a highly proficient, confidential and timely manner.
- Demonstrate a high level of time management skills and multi-tasking abilities to prioritise workflow.
- Support and contribute to the mentoring and supervision of others.

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- Participate in Operational & Clinical Supervision to ensure efficiency around procedures & processes and clinical development and excellence.
- Share professional knowledge to support clinical development of colleagues.
- Maintain individually relevant professional development and fully participate in opportunities for education relevant to DHS clinical practice.
- Share professional knowledge to support clinical development of colleagues.
- Other duties, as directed by line managers.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Manager, Adolescent Community Programs
- Director of Operations, -Drug Health Services
- Drug Health Services employees
- Other Allied Health, Medical, and Nursing Professionals at Western Health
- Director of Psychology (Psychologists)
- Allied Health Manager, Social Work (Social Workers)
- Divisional Director, Allied Health
- Internal referrers

External:

- Out of Home Care Residential Facilities and Adolescent Community Placement Providers
- Educational Institutes
- Youth Mental Health Organisations
- Consumers, Next of Kin or Enduring Power Attorney
- General practitioners and broader Western Health Community Partners
- Department of Families, Fairness and Housing, Child Protection (DFFH CP)
- General Practitioners
- Family Violence Services
- Youth Forensic Services and precincts
- Family Support Organisations
- Community Based Organisations
- Community Offenders Advice and Treatment Service
- Other Youth Drug and Alcohol Services, Community and Residential Programs

Selection Criteria

Essential:

- Relevant qualifications such as Nursing, Social Work, Psychology, Community Development Worker, Youth Worker and/or other equivalent Health or Welfare discipline
- Certificate IV in Drug and Alcohol or willing to complete
- A commitment to Western Health Care's Values, Compassion, Accountability, Respect, Excellence and Safety.
- Possess a warm, empathic and professional therapeutic style
- Registration as a current Div. 1 or Div. 3 Nurse, as per the Victorian Nurses Registration Board
- Proven ability in all aspects of the medical management and contemporary practices of a client withdrawal program.
- Experience developing individual treatment plans, post-withdrawal and discharge planning
- Excellent written and verbal communication skills and a proven capacity to negotiate with clients, staff and other stakeholders
- Demonstrated experience in the provision of services to young people and/or their families and groups affected by substance use
- Demonstrated telephone and brief intervention counselling skills
- Demonstrated comprehensive alcohol and drug assessment and counselling skills

Our Vision

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- Knowledge of the biological, psychological and social effects of drug use and its impact on young people, their families and significant others and the community
- Knowledge of contemporary practices in the drug and alcohol treatment field, in particular those related to drug and alcohol assessment
- Training and experience in the development and delivery of education programs to consumers, carers, the community and health professionals.
- Ability to contribute to a multidisciplinary team and to establish effective relationships with staff, clients, families and workers in both the AOD and mental health sector and community agencies
- Crisis management /suicide intervention skills
- Demonstrated ability to effectively manage complex client issues
- Understanding of, and commitment to, the principles and practises of harm minimisation in the drug and alcohol field
- Demonstrated ability to work effectively and within a multi-disciplinary team
- Demonstrated sensitivity to the diverse needs of marginalised groups
- Current Victorian driver's licence
- Computer literacy skills
- Willingness to work flexible working hours
- Adaptability to work across other outpost locations
- A current Working with Children Check

Nursing:

- Current registration as a Registered Nurse with AHPRA
- Experience working in a senior clinical role (CNS or above).
- Have completed or be working towards a or Post Graduate studies in area of specialty
- Demonstrated ability to deliver quality consumer care and possession of excellent clinical skills
- Demonstrated experience working effectively independently and also within a multidisciplinary team environment with minimal supervision
- Demonstrated time management, organisation and planning skills
- High level verbal and written communication skills
- Experience in the use of technology to create clear and concise documents, reports and proficiency with the Microsoft Office suite
- Demonstrated commitment to developing and improving personal education and skills appropriate to the position
- Demonstrated competency and knowledge to effectively undertake basic health care education.
- Experience in the development, implementation and review of policy, procedures and guidelines.

Psychologist:

- Current registration with the Australian Health Practitioner Regulation Agency and endorsement in Clinical Psychology, Health Psychology, or Forensic Psychology
- Possession of Master's level degree or above in Clinical Psychology, Clinical Health Psychology, Forensic Psychology
- Hold an area of Practice Endorsement in Clinical Psychology/Health Psychology/Forensic Psychology, or undertaking a Board approved supervision program towards endorsement

Social Worker:

- Bachelor/Master of Social Work degree and eligibility for AASW membership
- Minimum 3 years professional social work experience, preferably in a hospital/health care setting
- Highly developed interpersonal, written and electronic communication skills
- Computer literacy

Community Development Worker:

- Qualified Community Development Worker with Post Graduate Qualifications
- Minimum 7 years' experience in Drug and Alcohol sector

Desirable:

- Postgraduate qualifications in drug and alcohol treatment, therapeutic interventions or management
- Postgraduate qualifications in Child Development
- Experience in providing outreach services

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- Ability to speak a relevant community language

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a Working with Children Check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act regarding the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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