

POSITION DESCRIPTION

Position Title:	Drug & Alcohol (Adolescent) Social Worker - Allied Health Grade 1 Professional
Business Unit/Department:	Drug Health Services
Division:	Operations
Award/Agreement:	Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026
Classification:	SC12 – SC16
Reports To:	Manager, Adolescent Community Programs,
Direct Reports:	N/A
Date Prepared/Updated:	20 March 2026

Position Purpose

The Grade 1 Social Worker is required to provide high quality care through the use of clinical skills, effective communication, and demonstration of professional responsibility.

The position delivers 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.

The Grade 1 Social Worker will undertake other tasks and responsibilities within the scope of practice as requested. The Grade 1 Social Worker may be required to work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

Business Unit Overview

Drug Health Services delivers care within the Operations Directorate and is the main provider of integrated,

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

multidisciplinary treatment and support services to people with substance use disorders in Melbourne's west. 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

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Comply with all Western Health policies and procedures
- Deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner as per organisational requirements
- Participate in research/evaluation
- Contribute to the evaluation of guidelines in immediate work area
- Plan, prepare, perform and deliver effective and individualised assessment and interventions, demonstrating clinical reasoning and core clinical competencies, including use of relevant assessment tools, treatment methods, and case management skills
- Undertake comprehensive Alcohol and Other Drug Assessments and develop clinically appropriate treatment plans.
- Undertake referral and linkages to a range of youth services including Youth Justice, primary health, housing, parenting, family, legal, employment/education and recreational services
- Contribute to the skilled case coordination services as part of the multi-disciplinary team.
- Facilitate referral to appropriate services
- To reduce the harm associated with drug use among young people through educative interventions including harm minimisation interventions, relapse prevention etc.
- Support external professional AOD training and community education sessions
- Perform evidence based clinical services using a person centred approach
- Demonstrate organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Attend and participate at relevant team/service meetings in relation to patient care
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Have a clear understanding of the service and professional role within the service
- Participate in relevant committees, working groups and meetings as requested
- Demonstrate knowledge of resources relevant to work area
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Participate in learning that will enhance personal knowledge and continuing professional development
- Consult with senior staff when dealing with difficult situations
- Demonstrate ability to identify a problem within a service and take it to a higher level for resolution
- Where designated, take a support role in student education that is timely, flexible and responsible
- Actively participate in regular clinical supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Perform other duties as directed

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and 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

- Bachelor/Master of Social Work degree and eligibility for AASW membership
- Sound interpersonal, written and electronic communication skills
- Computer literacy
- Current Working with Children Check

Desirable

- AASW Accredited Social Worker
- Current Victorian Drivers licence
- Hospital or health care experience

Desirable Personal Attributes

- Self motivated
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Timely informed decision making
- People orientated

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Confidence in own ability
- Builds rapport
- Adaptable, flexible and persistent as required
- Takes direction
- Resilience
- Positive outlook

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 the course of 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), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

General Information

- Redeployment to other services 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

Our Vision

Together, Caring for the West
Patients – Employees – Community – 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment