

POSITION DESCRIPTION

Position Title:	Drug & Alcohol Clinician
Business Unit/Department:	Women's Therapeutic Day Program
Division:	Drug Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest EA 2021 - 2026
Classification:	Social Worker G2 Gr2 YR4 (SC24); Community Development Worker CL2A YR 1(ON 14); Welfare Worker WN24 CL2A YR5
Reports To:	Operationally: Team Leader Women's Therapeutic Day Program; Community Programs Manager Professionally: Allied Health Manager, Social Work (Social Workers); Director, Drug Health Services
Direct Reports:	Nil
Date Prepared/Updated:	16 June 2025

Position Purpose

The Women's Therapeutic Day Program (WTDP) provides an innovative treatment stream for people needing alcohol and other drug treatment in Victoria. The WTDP operates for six weeks in comfortable surroundings and allows people to reside in their home environment and keep engaged with their support networks while participating onsite in centre-based groups.

The WTDP AOD Clinician works within a collaborative multidisciplinary team offering intensive, structured therapeutic interventions that incorporates strategies on how people think and act, such as cognitive behavioural therapies, motivational enhancement, self-help, peer support and counselling.

The WTDP model of care is holistic, person centred and recovery focussed, while delivering groups on life skills, relapse prevention, harm minimisation, weekend planning, women's health which also includes support with linkages to community based 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.

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

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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

- Support women to address their substance use in a safe, holistic, non-judgemental and therapeutic environment.
- Complete comprehensive Drug and Alcohol Assessments.
- Provide Care and Recovery support to women whilst being assessed for the program and awaiting admission.
- Co-ordinate admission including facilitating withdrawal requirements.
- Present at DHS Clinical Intake Meeting to facilitate withdrawal admissions for DHS detox.
- Provide individual case management to women in the program including assessment and counselling throughout the course of the program.
- Maintain up to date progress notes, case files and data entry in a highly proficient, confidential and timely manner.
- Implement evidence-based practise including motivational interviewing, CBT, harm minimisation, strengths based, mindfulness and trauma informed practise.
- Work in collaboration with each woman to develop an Individual Recovery Plan.
- Facilitate psychoeducation groups including relapse prevention and life skills for women in the program.
- MARAM requirements are followed up or initiated when working with women at risk / or experiencing Family Violence.
- Referrals to identified supports both internally and externally to assist women in their recovery.
- Liaise with referrers and support workers to foster co-ordinated care including peer support services.
- Work with relevant family members and significant others as identified by the client.
- Foster a cooperative team environment which values collaboration.
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'.
- Focus on achieving performance excellence by leading and modelling the Western Health values in all that you do.
- 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), Children, Youth and Families Act 2005 and Child Safety Standards.
- Adhere to WHDHS and DFFH data collection and reporting requirements.
- Display the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues.
- Participate in personal annual performance development planning and reviews to identify learning and development needs and progress towards achievement.
- Build and promote relationships that respect our culturally diverse community and colleagues and enhance the patient experience.
- Participate in research and professional development opportunities to promote a culture of learning.
- Contribute to the delivery of the Operational Plan requirements of your Department/Division through efficient and effective utilisation of time, resources and equipment.
- Contribute to a safe and healthy working environment by ensuring that Western Health's Occupational Health and Safety policies and procedures are adhered to in your day-to-day duties and tasks in a manner that will not endanger anyone.
- Complete all service requirements including Risk Man system to report incidents and near misses, Victorian and Alcohol Drug Collection, mandatory competencies and undertake operational supervision.

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.

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Community Programs Manager • Team Leader Women's Therapeutic Day Program • Director Drug Health Services • Drug Health Services Stakeholders • Allied Health Manager, Social work (Social Workers) • Internal referrers • Western Health Staff <p>External:</p> <ul style="list-style-type: none"> • Department of Families, Fairness and Housing, Child Protection (DFFH CP) • AOD Central Intake • General Practitioners • Family Violence Services • Family Support Organisations • Community Based Organisations • Community Offenders Advice and Treatment Service • Other Drug and Alcohol Services, Community and Residential Programs • WIDAN consortium agency staff (Cohealth and IPC Health) GPs, Psychiatrists, Psychologists and other Allied Health Professionals • Courts and Corrections
Selection Criteria
<p>Essential:</p> <ul style="list-style-type: none"> • Qualifications in a health-related discipline including: Bachelor Social Work, or equivalent, Welfare work or Community Development. • Certificate IV in Alcohol and other Drugs or equivalent or working towards the same. • Excellent written and verbal communication skills and a proven capacity to negotiate with clients, staff and other stakeholders. • Experience in the provision of services to individuals and/or families and groups affected by substance use. • Understanding of, and commitment to, the principles and practises of harm minimisation in the drug and alcohol field. • Current driver's license. • Demonstrated skills and experience in triage, assessment, treatment planning, harm minimisation strategies and referral for our clients. • Demonstrated competency and knowledge to effectively undertake basic health care education. • Demonstrated ability to deliver quality consumer care and possession of excellent clinical skills. • Demonstrated experience working effectively independently and within a multidisciplinary team environment with minimal supervision. • Demonstrated time management, organisation and planning skills. • Experience in the use of technology to create clear and concise documents, reports and proficiency with the Microsoft Office suite. <p><i>Social Worker</i></p> <ul style="list-style-type: none"> • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in the delivery of group education and facilitation • Experience in working with women and their families • An up-to-date knowledge of issues, trends and government policies in the delivery of Drug and Alcohol Services and in the health industry generally

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<p>Additional Requirements</p> <p>All employees are required to:</p> <ul style="list-style-type: none"> • 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to 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 and Wellbeing Act 2023 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines
<p>General Information</p> <ul style="list-style-type: none"> • 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 committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • 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 • 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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