

POSITION DESCRIPTION

Position Title:	AOD Trainee Coordinator
Business Unit/Department:	Drug Health & Addiction Medicine
Division:	Drug Health Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	HS4 Level 1-5
Reports To:	Manager - Community Programs
Direct Reports:	Alcohol and Other Drugs (AOD) Trainees
Date Prepared/Updated:	5 August 2025

Position Purpose

The Alcohol and Other Drugs (AOD) Traineeship Program Coordinator is an integral member of Western Health Drug Health Services department. The AOD traineeship Coordinator role also works collaboratively with the Community Programs manager, AOD Leadership team and clinicians across Non-residential, Residential and Hospital based AOD services.

The AOD Trainee Coordinator role is to provide dedicated clinical Coordination and day to day support to trainees in the AOD Traineeship Program. The Coordinator ensures trainees receive comprehensive, structured guidance throughout their rotation, fostering a supportive learning environment that prepares them for long-term careers in the sector.

The role will also include a degree of stewardship in project development, coordination, administration to ensure the effective management of the AOD traineeship program.

Business Unit Overview

Drug Health Services is one of the most diverse specialist agencies in Victoria for the management of substance use, providing a range of residential and non-residential community and hospital-based alcohol and other drug treatment programs.

The service caters to people across the development lifespan, with youth and adult programs, as well as specialist programs for women and for people with co-morbid AOD and mental health care needs. As well as community AOD programs, we offer Addiction Medicine Services to the community and within the Western Health hospital in-patient network.

The service is committed to harm reduction as a guiding principle of practice, enabling clients to determine the pace and type of change they are seeking. This takes place within a robust governance environment, where treatment options are evidence-based and matched to presenting need.

Our Vision

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

Key Responsibilities
<ul style="list-style-type: none"> • Provide weekly support and fortnightly group reflective practice sessions for trainees. • Support the trainees' professional development by coordinating learning opportunities, including hands-on training, group workshops, and rotational planning. • Monitor trainee progress in their Certificate IV coursework and integrate theoretical learning into practical applications. • Collaborate with program managers to develop rotational schedules and address trainee performance or wellbeing concerns. • Contribute to the implementation and improvement of the traineeship framework, ensuring adherence to the program's goals. • Develop collaborative partnerships with the relevant Program Managers/ Team Leaders and other key stakeholders, both internal and external to Western Health Drug Health Services. • Provide access to resources for trainees to perform their roles and improve their understanding of current research-based findings and implement effective treatment and harm reduction options. • Undertake all relevant day to day operational tasks, including the coordination and management of available resources, to ensure the services operate at a high level of effectiveness and efficiency. • In collaboration with Drug Health Services leadership team, develop and execute the agreed vision and strategy for the traineeship program. • Hold accountability for own actions and others under direction and sphere of responsibility. Seek guidance and support from appropriate employees when limited by own skills and experience • Promote a culture of innovation, education, excellence and consumer/client first focus, through policies and practices that support and recognise individual and collective team contribution. • Ensure all mandatory training is completed by due date • Commit to continuous improvement of the AOD traineeship program. • Participate in AOD workforce development activities in partnership with local organisations and other stakeholders. • Support workforce development and organisation capabilities to successfully engage and support the employment, on-boarding and orientation of trainees. • Assist in the development of the traineeship program. • Act as a role model and leader. • Be familiar with legislation relevant to the service (e.g., Mental Health Act, Health Information Act, Severe Substance Dependence Treatment Act, etc.). • Adhere to relevant professional and clinical guidelines in the provision of services. • Be familiar with legislation relevant to the service (e.g., Mental Health Act, Health Information Act, Severe Substance Dependence Treatment Act, etc.). • Where necessary, implement disciplinary, grievance or performance management procedures in consultation with the Community programs manager and Human Resources department where appropriate. • Respond to and appropriately address issues, including those associated with risk, and any conflict that arises, escalating as appropriate. • Ensure ongoing client confidentiality and maintenance of comprehensive client records and data entry in accordance with funding requirements and Western Health policy and procedures. • Drive strong, strategic and professional networks with relevant stakeholders. • Comply with all local and organisational policies and procedures. • Undertake other relevant duties as directed by the Senior Leadership team. <p>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.</p>
Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Drug Health Services staff. • Drug Health Services Leadership Team. • Western Health staff.

Our Vision

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

<p>External:</p> <ul style="list-style-type: none"> • Training organisations. • Community networks. • Peer support groups. • AOD Agencies. • Australian Community Support Organisation – Community Offenders Advice and Treatment Service (ACSO-COATS). • Central Intake and Assessment services in the NW and SW Catchments. • Department of Health.
<p>Selection Criteria</p>
<p>Essential:</p> <ul style="list-style-type: none"> • Experience supporting early-career professionals in the AOD or health sector. • Experience in Coordination within the AOD sector or related field. • Relevant qualifications in Alcohol and Other Drugs or a related discipline. • Understanding of culturally safe practices and ability to support trainees from diverse backgrounds. • Strong organizational skills. • Knowledge of the biopsychosocial effects of substance use and poor mental health and its impact on individuals, families and significant others and the community. • Demonstrated capacity to collaborate with staff and service users to assist in the development of appropriate service delivery models. • Understanding of, and commitment to, the principles and practices of harm minimisation in the AOD/mental health field. • Excellent written and verbal communication skills and a proven capacity to negotiate with clients, staff and other stakeholders. • Demonstrated sensitivity to the diverse needs of individuals and groups. • Advanced computer literacy skills. • Current driver's license. <p>Desirable:</p> <ul style="list-style-type: none"> • Prior service delivery planning. • An interest in project facilitation and management. • Experience in training programs. • An up-to-date knowledge of issues, trends and government policies in the delivery of AOD services and in the health industry. • Understanding of the AOD sector and general health and welfare sectors. • Commitment in development of learning, teaching, and research-oriented work.
<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

Our Vision

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

- 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 & 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: _____

Our Vision

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