

Job & Person Specification

| 1. POSITION DETAILS | | | |
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| Position Title: | AOD Clinician | Date Approved: | 30/04/21 |
| Portfolio: | Mental Health & AOD | Status of Employment: | Contract Position |
| Responsible To: | Clinical Lead, MH&AOD Country Services | | |
| Location Base: | Sonder Nuriootpa | | |
| Role Delegation Level: | Non-Managerial Role | | |
| 2. POSITION CONTEXT | | | |
| Job Purpose Statement | <p>The AOD Comorbidity Clinician will work as part of a multidisciplinary Mental Health & Alcohol and Other Drugs (AOD) team to deliver evidence-based interventions to assist with the management of co-occurring, or comorbid, AOD and mental health conditions.</p> <p>The goal of management is to allow AOD treatment to continue without mental health symptoms disrupting the treatment process, and to retain clients in treatment who might otherwise discontinue.</p> <p>Working in a primary care setting the AOD Clinician will be responsible for providing integrated treatment services to individuals presenting with harms related to AOD substance use and co-occurring mental health concerns.</p> | | |
| Working Relationships | <ul style="list-style-type: none">• Reports to Clinical Lead responsible for MH&AOD Country Services• MH&AOD Country Services Team specifically based at base location/s• Works collaboratively with Mental Health Clinicians/Care Coordinators and Peer Workers working in the MH&AOD services• Support Services Team specifically allocated the Sonder Country services• General Practitioners, external agencies and community organisations• All Sonder Employees | | |
| Line Management Responsibility | <ul style="list-style-type: none">• No Line Management Responsibilities | | |
| Special Conditions | <ul style="list-style-type: none">• Some out of hours work may be required for which time off in lieu may be taken• Intrastate and interstate travel may be necessary• Must possess current Driver's Licence and be prepared to use vehicle (reimbursement of kilometre costs will be made in accordance with the relevant award)• Must possess current Child Related Employment Screening / Working with Children Check• Sonder is a smoke free workplace• Participate in Performance Review & Development Appraisals annually and as required | | |
| Organisational Vision, Values & Purpose | <p>Our Vision: Better Care Better Health</p> <p>Our Values: Respect, Fairness, Equity, Honesty & Trust</p> <p>Our Purpose: Delivery high quality, local health care</p> | | |

3. KEY RESULTS, ACCOUNTABILITIES to inform PERFORMANCE INDICATORS

| Key Result Area | Accountabilities and Outcomes (What is to be achieved – responsibilities and duties) | Key Performance Indicator (This is the measurement criteria for how each accountability/responsibility is achieved) |
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| Duties include (but are not limited to): | | |
| Clinical services | <ol style="list-style-type: none"> 1. Provide AOD and Mental Health clinical interventions and care coordination services including: <ul style="list-style-type: none"> - Triage and assess referrals - Use screening and outcome measures - Work collaboratively with clients to identify their AOD and where applicable mental health needs - Develop goals with the client to be addressed through psychological therapy with review of progress as required - Plan treatment and provide individual clinical interventions - Coordinate therapeutic interventions by formulating treatment plans in collaboration with individuals and their support networks, including making internal and external referrals as needed - Delivery of Brief Interventions - Delivery of integrated treatment for AOD and mental health comorbidity - Delivery of Relapse Prevention supports and interventions - Provide information about AOD, mental health and other available services - Support the continuity of client care and information flow between individuals, GPs, and external workers and other agencies - Complete client file documentation requirements in Mastercare in accordance to Sonder Policies and Procedures | <ol style="list-style-type: none"> 1. Professional clinical mental health and AOD services are provided to clients in accordance with program work instructions and Clinical Governance Framework. 2. Timely assessments, case notes and closure requirements are completed as per program Work Instructions. 3. A case load will be maintained as determined by program work instructions. 4. Good communication flow and collaborative care is delivered. 5. Strong adherence to organisational processes and procedures. |
| Other Clinical Responsibilities | <ol style="list-style-type: none"> 1. Attendance and facilitation of clinical case consults. 2. Partake in individual clinical supervision. 3. Clinical supervision of a colleague as required and appropriate. 4. Participate in additional clinical responsibilities by need. | <ol style="list-style-type: none"> 1. Attend and facilitate clinical case consults as required. 2. Receive and provide clinical supervision as per Clinical Governance Framework. 3. Suitable internal training is delivered to other staff in line with program requirements. 4. Professional clinical mental health and AOD responsibilities are fulfilled as scheduled and in accordance with the work instructions and the Clinical Governance Framework. |
| Records Management, QI & Compliance | <ol style="list-style-type: none"> 1. Comply with electronic case file system and any other relevant organisational processes and procedures. 2. Maintain client files using appropriate tools, policy and procedures. 3. Document presentations and attendance at events | <ol style="list-style-type: none"> 1. MasterCare diary is maintained and compliant with the Mental Health Case File Audit Procedure, and Information Management Policy. 2. All contact from, to and concerning clients to be recorded in a File Note in MasterCare. |

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| | <ol style="list-style-type: none"> 4. Maintain appropriate case notes, records and data 5. Research, understand and interpret relevant legislation and Sonder policies/procedures in order to provide 'expert advice' to assigned client groups to ensure compliance and mitigate risks in terms of role objectives 6. Duty and passion to facilitate any Quality improvement requirements within emerge processes to streamline and improve the organisation 7. Contribute to the development and implementation of program specific policies and practices working closely with the Quality, Risk & Safety department as required 8. Display a commitment and passion for Sonder Values | <ol style="list-style-type: none"> 3. All presentation and events comply with the Events Planning Procedure. 4. Clinician provides information to support the evaluation of clinical services provided |
| Continuous Improvement, Health & Wellness Activities | <ol style="list-style-type: none"> 1. Participate in organisational commitment to their continuing professional development by attending team and all of staff meetings, and staff training and development as required; and 2. Participate in organisational commitment to staff Health & Wellbeing by attending health & Wellness Committee led initiatives and driving same within the MH&AOD Country Services team | <ol style="list-style-type: none"> 1. Attend team and clinical staff meetings to contribute feedback, ideas and keep informed. 3. Staff development training is attended. 4. Attend and facilitate clinical case consults as required. 5. Receive and provide clinical supervision as per Clinical Governance Framework. |
| Communication & Relationships | <ol style="list-style-type: none"> 1. Foster and maintain relationships with MH&AOD Country Services team 2. Foster and maintain relationships with external stakeholders to ensure good communication flow and clear referral pathways. 3. Participate in community engagement activities as directed and promote the mental health and wellbeing of the community. 4. Work co-operatively within the Mental Health & AOD team, exchange information and assist other team members to achieve team objectives and work outcomes. 5. Liaise with external agents, facilitators and organisations to deliver on activities. | <ol style="list-style-type: none"> 1. All contact from, to and concerning clients to be recorded in a File Note in MasterCare. 2. Sonder is professionally represented in promotional material, at community events and network meetings. |

4. ORGANISATIONAL OBLIGATIONS

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| Compliance | <ul style="list-style-type: none"> Be aware of and adhere to Sonder's policies and procedures Display a commitment and passion for Sonder Values |
| Work Health & Safety | <p>As an employee of Sonder, you must:</p> <ul style="list-style-type: none"> Take reasonable care for your own health and safety in the workplace; Take reasonable care that your acts or omissions do not adversely affect the health and safety of others in the workplace; Cooperate with your employer about matters of health and safety; Comply with any reasonable instruction and cooperate with Sonder WHS policies and procedures; and Familiarise the broad meaning of 'workplace' in health and safety legislation and Sonder WHS policies and procedures. |
| Diversity & Inclusion | <p>Sonder is an equal opportunity employer and we embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. In turn are committed to creating a safe inclusive environment for all employees.</p> <ul style="list-style-type: none"> practice inclusivity and celebrate diversity in line with Sonder policies and procedures |

5. ESSENTIAL MINIMUM CAPABILITIES

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| Skills and Abilities | <ul style="list-style-type: none"> Ability to design and implement evidence based clinical AOD interventions for individuals Ability to design and implement psychological interventions for individuals with Comorbidity (Mental Health and Substance Use Disorders). Ability to administer and interpret appropriate AOD and Mental Health screening and assessment tools; psychometric tests and outcome measurements Ability to apply evidenced based AOD interventions including understanding of current theoretical concepts within the AOD and Mental Health sectors such as Brief Interventions, Harm minimisation and Relapse Prevention supports and interventions Ability to provide culturally appropriate Mental Health and AOD interventions to clients of Aboriginal and Torres Strait Islander, CALD, and LGBTIQ+ communities Proven high level of communication skills including the ability to communicate effectively, both orally and in writing with individuals, internal and external agencies and the community. Exceptional and professional interpersonal skills with the ability to relate to a diverse range of people Exceptional time management skills to determine priorities and meet deadlines Good problem solving skills and ability to exercise initiative and sound judgement Proven skills in respecting and maintaining integrity and confidentiality in dealing with sensitive issues Ability to be a team player and work within a multidisciplinary team Flexible can do attitude and exceeds under pressure |
| Experience | <ul style="list-style-type: none"> A minimum 2 years supervised experience in the area of AOD or Comorbidity service delivery A minimum 2 years relevant professional development and or supervision Experience in delivery of cognitive behaviour therapy and other evidence based interventions related to AOD substance dependence and mental health; harm minimisation intervention and recovery orientated interventions Demonstrated experience working within a fast-paced environment Experience in care coordination in an AOD and/or Mental Health setting Demonstrated experience working within a fast-paced environment |
| Knowledge | <ul style="list-style-type: none"> Knowledge and commitment to harm minimisation principles Knowledge of the Biopsychosocial model Knowledge of evidence based psychological interventions for AOD and Mental Health Knowledge of Occupational Health, Work Health & Safety Act, policies and practices Knowledge of Equal Opportunities Legislation, policies and practices |

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| | <ul style="list-style-type: none"> • Knowledge of Professional Codes of Conduct and Ethics: aware of and practicing within relevant Federal and State Legislation and the relevant Professional Code of Practice, Conduct and Ethics • Knowledge of the application of policies and procedures within an organisation to enable accreditation compliance • Knowledge and experience in using the Microsoft suite of software and databases |
| Qualifications: | <ul style="list-style-type: none"> • Allied Health Qualification ie Social Work, or Occupational Therapy, or relevant undergraduate tertiary qualification ie psychology, or other relevant tertiary qualification ie. counselling and experience in the AOD sector • Should have, or must acquire prior to interaction with clients, knowledge and understanding of the legal requirements as contained in the Controlled Substances Act, 1984. • Current Working with Children Check • Current Child Safe Environments |

6. DESIRABLE CHARACTERISTICS

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| Qualifications | <ul style="list-style-type: none"> • Cert IV in Alcohol and Other drugs |
| Attributes/Experience | <ul style="list-style-type: none"> • A sense of humour! |

7. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.

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| ACKNOWLEDGED BY EMPLOYEE: | | Date: | | Signature: | |
| APPROVED BY CEO: | Sageran Naidoo | Date: | | Signature: | |