

## POSITION DESCRIPTION

# AOD Therapist - TC

POSTC2052

ISO9001 | Approved by Eric Allan | Next Revision: 20/04/2022



|                        |                           |
|------------------------|---------------------------|
| <b>Location:</b>       | Lower Plenty and Richmond |
| <b>Classification:</b> | SCHADS Level 3            |
| <b>Reports To:</b>     | AOD Therapist             |
| <b>Direct Reports:</b> | N/A                       |

### The Organisation

Odyssey House Victoria (OHV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OHV, we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families and communities to reduce drug use, improve mental health and reconnect people to their family and the community.

The Therapeutic Community (TC) is a long-term residential program with 143 treatment beds that works with clients to establish healthier relationships, promote personal change and support them in their recovery journey. An essential element of the TC is the individual clients' relationship to the peer community.

### Position Objective

The key purpose of the position is to support clients in residential treatment in establishing healthier lifestyles free of problematic alcohol and drug use. Fostering the process of mutual self-help recovery,

The AOD Therapist engages in the combined functions and activities of: the Facilitator, to guide the individual through a process of self-discovery and change, the Counselor to ensure that every resident in the community obtains relevant individual and group counselling whilst enhancing and promoting self-help as a concept and activity, and the Role Model, using the social environment to maximise peer influences by encouraging transmission of residential community teachings rather than directly instructing, and delivering such communications in the manner or style that reflects the rational purpose of helping.

The AOD Therapist contributes to the life of the TC by assisting in the admissions process, and providing individual and group therapy, and case management to clients for the duration of their journey at the TC.

## Role Responsibilities

Working under general direction with scope to exercise initiative in the application of established procedures and methods, as well as contributing to the interpretation of matters which may have no clearly established practices, the role undertakes responsibility for the following varied activities:

### Case Management

- Conduct client planning groups to develop individual recovery plans (IRPs)
- Ensure high quality case management and timely record keeping
- Contribute to therapy team reviews, case reviews and other staff meetings
- Facilitate client admissions through:
  - Assessing client suitability
  - Participating in preparation and support groups
  - Consulting with other services
  - Supporting senior residents during the admission process

### Program Development and Treatment Activities

- Contribute to the development and implementation of program modules
- Plan, implement and/or facilitate other treatment activities such as communiqués, action meetings and special activities
- Contribute to the TC by participating in/supervising selected social/recreational activities and modelling appropriate behaviour
- Participate effectively in clinical supervision

### Networking

- Assist in the appropriate referral and conjoint treatment of clients with specific or specialist needs and in the development of appropriate inter-agency protocols
- Represent the organisation and its clients as required including program liaison, network meetings and court advocacy

### Quality

- Participate in the ongoing development and implementation of quality assurance systems
- Actively use and promote the Business Management System (BMS) and ISO Quality assurance standards
- Actively promote and adhere to the OHV Child Safety policy and procedures to assist OHV to maintain a child safe organisation and support colleagues to engage in child safe practices.
- Model appropriate workplace health and safety practices to staff and clients and contribute to the development of a safe working environment
- Participate and support reviews of standards in the TC
- Ensure rigour and structure in practice, good record keeping and file management

### Other

- Assist in the supervision and collection of urine samples from clients
- Participate in continuous professional development

- Assist in the roster for holding staff keys in the absence of the TC Administrator
- Undertake other activities as required and determined by the Clinical Services Manager

## Key Selection Criteria

1. Demonstrated ability to engage clients in dialogue and develop a therapeutic relationship.
2. Excellent case management skills and the ability to work with difficult and demanding clients.
3. Demonstrated ability to work as part of a multi-disciplinary team, be open to giving and receiving feedback, and recognise and resolve interpersonal conflict.
4. Ability to take initiative and capacity to work independently, adapting to changing organisational needs.
5. A comprehensive understanding of alcohol and drug substance abuse and an understanding of residential rehabilitation services.
6. Strong organisational and highly developed interpersonal and communication skills (both verbal and written) with a consultative approach to addressing issues.
7. Ability to effectively liaise and communicate with a wide variety of agencies and individuals at various levels.

## Essential Requirements

- Cert IV or Diploma in Alcohol or Other Drugs and/or a degree in Health, Mental Health or Allied Health with a minimum of the AOD Skill Set for Health Professionals (or commitment to obtain one of these within 6 months of employment).
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Satisfactory outcome of a confidential Police Check and Working with Children Check. OHV is committed to child safety and is a child safe organisation.
- Possession of a current Victorian Driver's Licence.
- Information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.

## Desirable Requirements

- First Aid Certificate
- Current knowledge of OH&S practices
- Experience working within a Therapeutic Community model

## Expectations

### All Residential Services staff are expected to:

- Work in an open, honest and reflective style, participating as members of the staff group.
- Be responsive and flexible to the needs of residents, including participating in out-of-hours duties as required, unscheduled meetings, events and other tasks.
- Model behaviours and attitudes in keeping with the objectives of the Program and at all times act in accordance with the staff *Code of Conduct* and resident *Bill of Rights*.

- Share information about the work of the Program with visitors, interest groups, statutory bodies and professional associations as part of OHV's commitment to informing others of our work.
- Promote the benefits of improved lifestyle and mental health free of substance abuse and other self-defeating anti-social behaviours amongst the staff and residents.

### ***\*Appendix A***

#### **AOD Competencies**

Ongoing training requirements and the attainment of AOD competencies relevant to the position will be determined with the manager. Where determined as necessary to the role, OHV will invest in the person's professional development by providing them through its RTO. The timeframe for completion of the minimum competencies is to be agreed between the manager and employee.

The essential competencies are:

- CHCAOD001 - Work in the AOD sector
- CHCAOD004 - Assess needs of clients with AOD issues
- CHCAOD006 - Provide interventions for people with AOD issues
- CHCAOD009- Develop and review individual AOD treatment plans