

Position Title	Community Day Rehabilitation Program Senior Facilitator
Program and Team	Gambling and Drug Services (GADS) Team
Funded By	Department of Health and Human Services (DHHS) under the ICE Action Plan
Based	GCH Horsham
Responsible To	Through the GADS Team Manager to the Direct Care Programs Manager and Chief Executive Officer
Award	Social & Community Service Award Social Worker Class 2 Level 1 to Class 3 Level 3 depending on skills and experience
Tenure	Contract to June 2019 Subject to the signing of an Employment Schedule All positions are subject to a six month probationary period with a review being conducted before employment is confirmed. The period of employment is subject to ongoing funding and satisfactory work performance. *Specific dates as per Employment Schedule
Hours:	0.6 EFT (3 days per week)
Date:	September 2015

GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) is a not for profit Company Limited by Guarantee and operates as a registered Community Health Centre under the Health Services Act. GCH has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy. The aim of GCH is to provide coordinated health and community services to people within the Central Grampians and Wimmera sub regions. Staff at GCH work in many areas including: Generalist, Gambling, Alcohol and Other Drug Counselling, Withdrawal Services, Community Nursing, Psycho-Social Rehabilitation, Homelessness, Family Violence, Youth, Community Development, Health Promotion, Senior Adult, Disability and Carers. Information regarding the history and philosophy of GCH may be accessed via the www.grampianscommunityhealth.org.au website.

Vision Statement: “Vibrant & Healthy Communities”

GCH, in collaboration with the communities we serve, will provide excellence and leadership in the development and delivery of primary health care and community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera.

Background of this position

The Making a Change (MAC) Program has been funded by Department of Health and Human Services (DHHS) under the ICE Action Plan to enable local rural and regional community access to Alcohol and Other Drug day rehabilitation. BCH is the lead agency in the Grampians region for the MAC program which it operates in partnership with Grampians Community Health (GCH), Ballarat and District Aboriginal Cooperative (BADAC) and Ballarat Neighbourhood Centre (BNC). The Senior Facilitator position at Grampians Community Health is responsible for ensuring community access to the MAC program in the Central Grampians and Wimmera Region. Together BCH, GCH, BADAC and BNC will deliver a consistent and high quality community based day rehabilitation program for people in recovery from the harms associated with alcohol and other drug misuse

The MAC program aims to:

- Facilitate behaviour change interventions to assist individuals to reduce or cease harmful substance use
- Assist clients to establish healthier lifestyles free of problematic substance use
- Support people primarily living in the Grampians region, but is open to others
- Provide successful interventions in a non-residential setting

Ballarat Community Health is accountable to the funder for delivering the contract, managing the finances, including the sub contractual arrangements with the partners. The Senior Facilitator at Grampians Community Health, with support from the Coordinator, will have shared responsibilities for ensuring the delivery of high quality and consistent community day rehabilitation services across the catchment including consistent processes from intake, treatment, day program content, exit and evaluation.

The Senior Facilitator will be required to develop professional working relationships with other providers, especially in the Wimmera, to strengthen catchment wide service delivery of the MAC program. This will include working with local Aboriginal Cooperatives.

The primary purpose of this position

Key aims and objectives, within the frame work of the Peak Policies of GCH:

Leadership

- Implement standards, protocols and policies relating to the working practices of the MAC team and the partner agencies
- Implement the program in the Wimmera and Central Grampians.
- Work closely with the GCH program facilitator to ensure the delivery of the program content is monitored for consistency and quality along with ongoing evaluation to make sure that the program is meeting the needs of the target group
- Provide secondary consultation to other health professionals
- Provide leadership to the catchment, promoting a culture that is consistent with the GCH values, effectively communicating, leading local MAC team meetings and attending regional as required.
- Liaise with and coordinate guest facilitators of the MAC program from internal GCH programs and external agencies as required.
- Work closely with the community rehab facilitator based at BADAC to ensure the program provides cultural safety and that Aboriginal clients can access the program across the region.

Expected Outcomes / key measurable:

Key Tasks and Responsibilities

Accountable for

Program Delivery

1. Identify, establish and manage referral pathways with clear criteria and expectations in regard to appropriate referrals to the program.
2. Work collaboratively with other agencies and service providers to meet the needs of complex clients engaged with the program.
3. In the Wimmera based MAC program provide:
 - a. potential participants with initial information, screening and assessments prior to being accepted into the program to ensure best possible outcomes
 - b. pre-program information for the participants, their family members and/or significant others
 - c. Support an integrated approach to client services by regular cross program meetings with other AOD treatment services and community health programs.

	<ul style="list-style-type: none"> d. Provide interventions such as cognitive behavioural therapy, strength-based and solution focused therapy and experiential learning. e. Build relationships with key stakeholders from other program areas including but not limited to ACSO, YSAS, Salvation Army and Pharmacotherapy partners. f. Liaise with appropriate service providers for clients with complex issues (e.g., Mental Health and Acquired Brain Injury) to reduce barriers for these clients and to increase participation in the program g. Assess an individual's substance use, using a range of clinical tools and interpersonal skills h. Be able to provide advice to clients and staff about appropriate referral and treatment solutions i. Ensure that the client journey is planned including the exit from the program j. Work within a harm minimisation framework to provide education on drug safety k. Be involved in the implementation of the local drug action plan l. Focus on self-management principles m. Maintain case notes and other relevant statistics in TCM and other documentation as required. n. Identify service gaps and contribute to facilitation of appropriate services and system responses. 	
Outcomes <i>Accountable for</i>	<ul style="list-style-type: none"> 1. Ensure team members complete and maintain appropriate clinical records and statistical reports according to BCH and GCH policy and funding body standards 2. Ensure all data and other reporting requirements of funding bodies are submitted as required 3. Support staff to achieve quarterly and annual targets for their programs 4. Punctual case note and data entry and reporting. 5. Develop appropriate care plans (including shared cared plans where appropriate), in collaboration, and shared with the client and other health professionals where consent is obtained and as appropriate. 6. Monthly supervision sessions with GADS Manager and external clinical supervisor, attendance at group case work meetings. 7. Adherence to all GCH and team policies and procedures. 	
<i>Accountable to internal and/or external</i>	<ul style="list-style-type: none"> 1. GADS Team Manager 2. Direct Care Programs Manager 3. CEO 4. Department of Health and Human Services 	

Key Selection Criteria: (for consideration for this position the below KSCs must be addressed in online application form questions. Please go to: <http://applynow.net.au/jobs/72944>)

Qualifications and Experience:

- 1. Cert IV in AOD and Mental Health or relevant tertiary qualification such as Social Work, Mental Health, Welfare Work or other related field;
- 2. Minimum of two (2) years experience in the AOD field with program coordination, generalist casework, counselling and group work experience;
- 3. Demonstrated understanding of and experience with managing group dynamics;

4. Proven skills in the application of assessment, collaborative care as well as development of individual treatment plans;
5. Knowledge of current alcohol and other drug interventions;
6. Demonstrated ability to work with clients with co-morbidities.

Skills and Attributes:

7. Working with multi-disciplinary team(s), and understanding of and commitment to client centred work including collaborative (shared) care planning.
8. Working within confidentiality and privacy guidelines in a small rural community.
9. Work with a deep understanding of the social model of health and how it relates to wellbeing and good health outcomes.
10. Energetic and flexible leadership style and the ability to successfully manage change
11. Understanding of health promotion and the ability to work within this framework.

OTHER REQUIREMENTS:

- Licence to drive a motor vehicle
- National Police Check and Working with Children Check

GCH:

1. [GCH is accredited with:](#)
 - a) [QIP](#) – Quality Improvement Council Standards. Certification and quality assurance services, and quality improvement related training and capacity building
 - a) [Rainbow Tick](#) – GLBTI, inclusive practice standards. The Rainbow Tick is a set of six national, LGBTI-inclusive practice standards against which organisations can accredited. Improving the health and wellbeing of lesbian, gay, bisexual, transgender and intersex
 - b) [Community Care Common Standards](#) - Effective Management, Appropriate Access and Service Delivery and Service User Rights and Responsibilities: *Home and Community Care, Aged Care, Aged Care at Home Dementia, National Respite for Carers Program.*
 - c) [DHS Standards](#) - represent a single set of service quality standards for department funded service providers and department-managed services.

GCH Standard Conditions:

1. This position **does not require Overtime**. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the Program Manager and/or Chief Executive Officer and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
2. The organisation's **cars can be used for work** related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate.
Note: *The use of a private vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Finance Manager or the CEO*
3. This position will have an **annual appraisal** at which time the job description will be reviewed by the Program Manager and a GCH Core member in consultation with the employee and modified if necessary.
4. Ensure knowledge of current GCH Occupational Health and Safety policies as they relate to this sphere of work. **Occupation Health and Safety (OHS)** is a shared responsibility at GCH.
5. **Annual Leave** and **Personal (Sick) Leave** will be payable on a pro rata basis.
6. GCH understands that "**normal working hours**" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Time sheet".

7. **Superannuation** contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
8. All permanent GCH staff has access to **salary packaging** which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
9. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (policy '5.3 Employment Conditions')
10. A National **Police Check** and **Working with Children** Check (**are required**) it will be carried out at the GCH's expense prior to commencement of employment.
11. Grampians Community Health is an **Equal Opportunity Employer** and a smoke free workplace.

**Grampians Community Health is proud to be the winner of the
National Work and Family Award 2005**