

POSITION DESCRIPTION

Position Title	Alcohol & Other Drug (AOD) Program Facilitator
Reference Number	GH:54
Department	Regional (Clinical) Services
Position Reports To	AOD Regional Team Leader
Positions Reporting To This Role	Nil
Work Location and Travel	<p>The position is based at the nominated GEO Healthcare location in metropolitan Melbourne or Regional Victoria.</p> <p>The position may be expected to travel to other GEO Healthcare locations within Victoria.</p>
Operating Environment	<p>GEO Healthcare operates in all Victorian Men's Public Prisons providing primary healthcare services to the prisoner population.</p> <p>GEO Healthcare employs a multidisciplinary team of highly skilled healthcare professionals to ensure people in prison can access and receive the equivalent standard and range of healthcare services available in the broader community.</p> <p>GEO Healthcare works in close partnership with public, private and not-for-profit providers to deliver the best possible healthcare outcomes for people in prison, with plans for ongoing post-release care and support in the community.</p> <p>GEO Healthcare is a business arm of the The GEO Group Australia Pty Ltd, Australia's leading provider of Correctional Services.</p>

Position Summary

The AOD Program Facilitator has a primary focus on the health and wellbeing of people who have entered custody with a history of AOD use.

Working within a multidisciplinary team consisting of psychologists, social workers, and occupational therapists, the AOD Program Facilitator contributes to the screening, assessment, and intervention of AOD concerns for people in custody.

The AOD Program Facilitator has a particular focus on harm minimisation and facilitates programs and services that support and promote awareness of harm reduction strategies. Through group facilitation, the aim to increase the self-efficacy of prisoners engaged in the service, through the development of effective coping strategies and relapse prevention planning.

This role contributes to the provision of healthcare with a focus on safety and quality to meet or exceed the National Safety and Quality Health Services Standards.

The role requires the incumbent to perform all duties in accordance with the GEO Healthcare Values.

Key Accountabilities

- Provide high quality engagement, assessment, treatment, and support services to individuals through evidence based, therapeutic interventions.
- Facilitate AOD harm reduction and release preparation programs to increase substance use awareness, harm minimisation and relapse prevention strategies. Programs include:
 - Prison-Related Harm Reduction (PRHR) program
 - Release-Related Harm Reduction (RRHR) program
 - Naloxone education for service users consenting to the Naloxone upon release program.
- Undertake screenings and assessments as required, gathering information on substance abuse history, mental health, risk to determine suitability for AOD health programs.
- Conduct Identified Drug User (IDU) reviews, facilitate brief interventions and recommend treatment strategies for minimising AOD risk and relapse in custody.
- Develop formulations and treatment plans and deliver effective counselling interventions within a harm reduction and trauma-informed framework including to inmates with complex needs.
- Prepare and complete case notes and effectively, efficiently, and accurately manage data entry into identified systems.
- Contribute to case-management planning and case reviews and community reintegration plans, providing prisoners with exit and post treatment support plans to promote continuity of care.
- Participate in release planning along with other members of the broader AOD network and prison reintegration services, ensuring continuity of care post release.
- Collaborate with custodial and non-custodial staff, Health Services, and other providers, to develop effective working relationships.
- Provide Custodial and Non-Custodial staff with ongoing training in harm reduction and relapse prevention strategies.
- Participate in supervision and professional development opportunities consistent with the role.
- Participate in peer supervision with colleagues and support new team members through observation of your practice.
- Provide training and group supervision to Peer Educators engaged in the co-delivery of AOD harm reduction programs.
- Work in close collaboration with primary Mental Health and Forensic Mental Health Staff to:
 - Support dual diagnosis clients.
 - Support custodial staff with progress against AOD Case-Management goals.
 - Collaborate with Forensic Intervention Services Clinicians where parallel intensive programs and being delivered.
 - Refer people in prison on to other providers of specialist services where required.
- Supports GEO Healthcare's quality, safety, environmental, risk, asset and security management systems.
- Complies with Company policies, procedures, the Governance, Risk and Compliance Manual and the Code of Conduct.

Key Selection Criteria

Essential:

- A relevant tertiary health qualification such as social work, counselling, psychology, nursing, or a Certificate IV in AOD, Diploma in AOD, or equivalent extensive experience in the AOD sector.
- Demonstrated experience in AOD assessment, harm minimisation education, and person-centred care and recovery-focused support for people with AOD concerns and dual diagnosis.
- Demonstrated contemporary knowledge of AOD harm minimisation principles and strategies.
- Experience working to a schedule and a commitment to meeting Key Performance Indicators.
- Demonstrated experience facilitating group programs with a focus on drug awareness, harm reduction, and relapse prevention.
- Experience completing quality client case notes, treatment summaries and reports and entering data into information management systems.
- Strong verbal and written communication skills and an ability to build and maintain positive collegial and stakeholder relationships.
- A commitment to professional development through participation in further training, supervision, and mentoring.
- Demonstrated knowledge of the Victorian Criminal Justice System including the role of the Courts, prisons, parole and community corrections
- Demonstrated ability to work collaboratively with others both cross-agency and as part of a multidisciplinary team of professionals.

Desirable:

- Experience providing AOD services in correctional environments.

Other Requirements Of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners associated with the delivery of healthcare.
- Valid and current Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.
- Working outside of ordinary business hours may be required.

Employee Acceptance / Manager Approval

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I will be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

Employee's Name	Signature	Date

Director/Manager Approval (of Position Description) Delete Director/Manager as appropriate

Manager's Name	Signature	Date

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐