

OARS COMMUNITY TRANSITIONS

JOB DESCRIPTION AND PERSON SPECIFICATION

Title of Position:	Clinical Worker HISSP
Division:	Client Services
Section:	Reintegration Services
Employment Status:	Part Time
Location:	Port Adelaide
Award:	Social, Community, Home Care & Disability Services Industry Award
Classification Level:	Level 6, Pay Point 1

JOB DESCRIPTION

1. Summary of the broad purpose of the position, in relation to organisation goals.

The Home Detention Integrated Support Services Program (HISSP) Clinical Worker is responsible for the delivery and evaluation of a comprehensive specialist counselling service aimed at prevention, intervention and harm minimisation.

This service will include:

- Assessment, counselling, treatment, case management and external referral of people with drug and/or alcohol related concerns, and provide information/assistance to their families and significant others
- Facilitation / Co-Facilitation of Group Therapy
- Promotion of service, and networking with other agencies and government departments in particular the Department for Correctional Services (DCS)

OARS Community Transitions (OARS CT) follows the SA Government Information Sharing Guidelines (ISG) for promoting safety and wellbeing. The Clinical worker is required to comply and act in accordance with the ISG Policy & Guidelines.

OARS Community Transitions is undertaking accreditation with White Ribbon Australia to become and White Ribbon Workplace and create a safer workplace for women.

2. Reporting/Working Relationships

The Clinical Worker is directly responsible to the Team Leader HISSP

The Clinical Worker is expected to develop effective working relationships with colleagues, other organisational divisions, agencies, service providers, and specifically the Department for Correctional Services personnel.

The Clinical Worker is expected to contribute to the planning, policy development and future direction of services.

3. Special Conditions

- A current driver's license is required
 - Some travel to outreach sites is required
 - The Clinical Worker must undergo a police check, and DCSI Screening Check
 - The Clinical Worker must sign a confidentiality agreement regarding client and organisational information disclosure.
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4. Statement of Key Outcomes and Associated Activities

4.1 Ensure the delivery of a high quality, client centred, comprehensive individual case management for clients experiencing drug and/or alcohol problems, their families and significant others by providing or facilitating:

- Brief or in-depth psycho-social assessment counselling services and brief interventions for individuals
- Treatment adhering to the Alcohol and Other Drug (AOD) service delivery manual
- Referral of clients to other agencies as appropriate
- Client follow up, and advocacy
- Maintenance of client records, files and data
- Consultation with worker from external agencies
- Resources utilised are effective in responding to client needs and build upon already existing individual, family and community supports
- Client needs are met by undertaking and coordinating crisis intervention as necessary
- Priorities are set and work flow monitored, exercising judgement and using initiative

4.2 Ensure the enhancement of knowledge of peers, students and other workers by:

- Participating in orientation programs and acting as a preceptor for peers and other workers
- Providing support and education for students on placement
- Participating in and facilitating Clinical Case Reviews and Clinical Peer Education

4.3 Ensure the efficient management of Alcohol and Other Drug services by:

- Planning, reviewing and evaluating service delivery activities and outcomes
- Utilising current best practices in addressing the needs of clients with comorbid conditions
- Using good time management practices and systems by planning, prioritising activities for timely completion of work
- Work in collaboration with the Team Leader HISSP and other Stakeholders to ensure that the Key Performance Indicators (KPIs) of the program are met
- Providing timely appropriate documentation of program planning and evaluation data
- Providing the service in a manner which achieved a high standard within resource constraints
- Presenting for consideration initiatives to enhance the breadth and quality of the service
- A monthly progress report is provided to the Team Leader HISSP
- Participation in formal supervision with the Team Leader HISSP
- Participation in formal Clinical Supervision
- Participating in quality assurance programs utilising research data on current best practice in intervention, treatment and health promotion incorporating findings in daily practice

4.4 *Ensure that the self needs for support and supervision are met by informing the Team Leader HISSP or Manager Reintegration Services of supervision, education and training needs*

4.5 *Ensure that knowledge, skills and service provision is in keeping with current practices by accessing the latest literature, attending professional seminars and workshops*

4.6 *Contribute to & comply with OARS CT policies, directives & guidelines through:*

- Assisting in policy development and commenting on draft documents
- Participating in quality assurance, and continuous improvement programs
- Utilising research data on current best practice in intervention, treatment and health promotion incorporating findings in daily practice
- Contributing to approved research projects

4.7 *Ensure own continuing skills and professional development by participating in and contributing to in-service education programs*

4.8 *Promote the standards and ethics OARS Community Transitions work by:*

- Establishing professional support / referral networks

4.9 *Provide the Team Leader HISSP ad Manager Reintegration Services with support and assistance as required*

4.10 *Ensure the service is promoted in a positive manner to the community*

4.11 *Other duties as required by the Team Leader / Manager Clinical Services*

5. Worker Health and Safety

- Maintain a safe work environment in accordance with the organisation's Worker Health & Safety Policies & Procedures
 - Participate in mandatory Work Health and Safety training sessions
 - Identify and report hazards in the workplace
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PERSON SPECIFICATION

Essential Minimum Requirements

Educational/Vocational Qualifications

- Tertiary qualification in human services discipline
 - Experience in Drug & Alcohol Counselling
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Personal Abilities/Aptitude/Skills

- Ability to empathise with disadvantaged people in general, and ex-offenders in particular
 - Ability to assess the needs of clients and to prioritise the allocation of resources based upon these needs responding creatively and flexibility.
 - Ability to prepare reports and maintain records
 - Effective counselling, communication and crisis intervention skills
 - Ability to develop and maintain professional networks
 - Ability to think conceptually, develop plans, implement strategies and evaluate results
 - Ability to implement policy within broad direction
 - Ability to deliver education programs of a high standard
 - Ability to work autonomously
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Experience

- Significant experience working with disadvantaged people.
- Group Therapy Facilitation / Co-Facilitation
- Experience working with comorbidities (e.g. Mental Health, Domestic Violence)
- Case management and counselling skills with clients who have complex needs
- Experience working cooperatively with a range of service providers
- Experience working with minimal supervision
- Ability to implement policy with broad direction

Knowledge

- Support services for disadvantaged people
 - Community development principles
 - Criminal Justice System
 - Workers Health & Safety and Equal Opportunity Legislation
 - Counselling theory e.g. Cognitive Behaviour Therapy (CBT), Motivational Interviewing (MI)
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Desirable Characteristics

Educational/Vocational Qualifications

- Tertiary qualification in counselling
- First Aid Certificate

Personal Abilities/Aptitudes/Skills

- Skills in conflict management
- Computer information systems
- Development of funding proposals and submissions

Experience

- Assessment of need for disadvantaged people and ex-offenders in particular
- Working with people from a range of cultures and social backgrounds
- Use of computerised client information systems

Knowledge

- Community Development, integration and rehabilitation processes
- Office management practices
- Computerised client file systems

APPROVAL BY CEO and ACKNOWLEDGMENT by OCCUPANT

Approved by CEO:

Name:

Signature: Date:

Acknowledgment by Occupant:

Name:

Signature: Date: