

POSITION DESCRIPTION

Position Title:	Trainee – Alcohol and Other Drugs
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification:	Social and Community Service Employee- Level 2.1 (Equivalent to SCHADS 2.1)
Site:	This position is primarily based at our Wanyanimbik Wayawan site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	76 hours per fortnight (1.0 FTE)
Tenure:	Fixed Term (12 months)
Position description developed:	February 2025
Responsible to:	Senior Leader AOD Wellbeing Services

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

TEAM ROLE

Our Alcohol and Other Drug (AOD) Services operate across a comprehensive continuum of care, encompassing both clinical interventions and wellbeing support services.

Our Wyanimbik Wayan AOD Wellbeing Service operates from a separate purpose-built wellness facility co-located with Nova House, providing integrated psychosocial support throughout the recovery journey. Targeted AOD services delivered by the wellbeing team includes bridging support, assessment, care coordination, counselling, mobile drug support, a needle syringe program and a traineeship program. The Wyanimbik Wayan team works closely with Nova House residents, providing specialised transition support as people prepare to return home, ensuring continuity of care and sustained recovery outcomes. The integration of clinical and wellbeing services enables BCHS to deliver holistic, person-centered care that addresses both immediate treatment needs and longer-term recovery goals.

The clinical services operate separate to but integrate with the wellbeing programs. The clinical services include:

- Nova House: A specialised 5-bed low risk residential withdrawal facility providing evidence-based clinical and therapeutic interventions for individuals undertaking alcohol and/or drug withdrawal
- Home-Based Withdrawal Service: Enabling suitable candidates to access supervised withdrawal treatment while remaining in their home environment
- Pharmacotherapy Clinic: Operating from our Kangaroo Flat site, delivering comprehensive Opiate Replacement Therapy (ORT) through our multi-disciplinary team of General Practitioners and Nurse Practitioner, including clinical assessment, prescription management, and medication dispensing

POSITION ROLE

The AOD traineeship is a 12-month program providing a comprehensive learning experience. Trainees are defined as entry level workers without prior experience in the AOD sector.

As a trainee, you will actively participate in various AOD related services and programs. This hands-on approach will allow you to develop practical skills under the guidance of experienced professionals.

The role duties will vary depending upon which level of pathway you are interested in joining, in relation to your own levels of study and achievement. Our traineeship welcomes anyone with a passion for AOD work, offering a variety of pathways to suit your unique journey.

Recruitment options:

- **Trainees with no prior AOD education relevant to AOD work**
 - Trainees will learn on the job while concurrently undertaking the Certificate IV in AOD. Suitable for candidates considering a career in the AOD sector without prior relevant education. Ideal for individuals with their own lived experience of substance use or addiction, or those seeking as career change. Candidates already enrolled in Certificate IV in AOD are also welcome.

- **Trainees with a bachelor's degree or diploma in a discipline relevant to AOD work**
 - Trainees will learn on the job and complete the AOD Skill Set. Suitable for candidates with a degree or diploma in disciplines such as counselling, criminology, social work, youth work or Diploma in Community Services. Provides an opportunity to apply existing skills while acquiring new AOD-specific competencies.
- **Trainees with Diploma in AOD**
 - Trainees in this cohort will access additional training through Elevate! While gaining practical experience in the workplace. Suitable for those who have completed or are still enrolled in the Diploma in AOD. The traineeship can be utilised to fulfill work placement requirements.
- **Trainee with Certificate IV in AOD**
 - Trainees can opt to complete additional units for a dual Certificate IV in AOD and Mental Health. Alternately, trainees can enrol in the Diploma in AOD for further specialisation. Provides flexibility for individuals with a certificate IV in AOD to expand their qualifications.

The AOD Traineeship will provide an entry level workforce by providing on the job learning opportunities in specialist AOD services combined with AOD study. The role will expand trainee's experience in a range of service settings by connecting them with the service system network in their local area and enabling rotations across relevant programs at BCHS. There will be opportunities to co-locate with other local AOD service providers to broaden trainees experience and understanding of the AOD service environment.

BCHS would encourage applicants from diverse backgrounds, without previous experience in the AOD sector. The role will provide the opportunity to develop AOD workers ready for employment or motivated to undertake further study.

As part of a team and using best practice principles, the position will provide assessment, risk analysis, treatment, family inclusive practice and referral to support services for individuals. This includes a combination of direct therapeutic clinical work, assessments and individual treatment planning, secondary consultation and training support. The incumbent will be supported to work collaboratively with other health and welfare service providers to enhance outcomes for the clients and their families.

The position aims to provide evidence based, high quality, safe, patient/client centred care that meets current professional best practice standards.

Experience working in the Community Health Sector would also be a definite advantage, however due to the nature of the AOD Trainee Program, **the roles are not open to those who have already undertaken paid work in an AOD role.**

The AOD Traineeship program would encourage applicants of diverse backgrounds to apply. Priority groups include Aboriginal and Torres Strait Islander people, LGBTIQ+ people, people of refugee and migrant background and people with lived experience of substance use concerns.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

- Actively participate in a series of formal learning and development opportunities for the purpose of upskilling and maintaining employment in the AOD sector.
- Shadow and assist AOD practitioners in all aspects of their role, learning the key functions of the AOD sector and taking on guidance regarding best practice.
- Observe, develop, and practice skills to provide assessment, consultancy and continuing care, support, counselling, dual diagnosis intervention, outreach and referral services to individuals and family members within a harm minimisation framework, under the guidance and supervision of a more senior employee. This would include co-delivery of sessions with a more experienced worker and/or supervisor utilising skills developed over time.
- Support by team members, engaging clients in cooperative and goal-directed working relationships and assist them in achieving positive outcomes by implementing a client-centred Individual Treatment Plan (ITP).
- Working closely and holistically with people exhibiting high-risk behaviours in the community to reduce the individual's problematic substance use and associated harms with the aim of improving their long-term health and wellbeing outcomes under the guidance and supervision from a more experienced worker and/or supervisor.
- Enhancing the ability of individuals, family members and significant others to respond to substance issues.
- Under the guidance and supervision from a more experienced worker and/or supervisor, assist or conduct comprehensive assessments including mental health screens and MARAM Assessments for review of the senior worker.
- Assisting participants to utilise support networks within friendship groups and community groups.
- Being flexible and responsive to the needs of the individual in terms of crisis with guidance from a more experienced worker and/or supervisor and make the necessary referrals to work collaboratively with other services.
- In conjunction with the team, liaise with relevant support workers and services in relation to AOD treatment planning, incident reporting, crisis plans, protective interventions etc.
- Engage with existing partner organisations and other AOD Services, Community Groups and Health organisations to support positive outcomes.
- Contribute to positive working relationships and established referral pathways with external service providers, particularly with statutory bodies including Child Protection and Justice.



- Support more experienced employees to promote the program throughout the network of referral agencies in the alcohol and drug service delivery sector, the mental health sector, the welfare sector, Protective Services, General Practitioners, hospitals, youth services, Community Correctional Services, and other potential referral sources.
- Where appropriate, attend and observe external stakeholder meetings as a guest accompanying a BCHS member of staff.
- Observe and assist senior staff with facilitation of AOD groups where required. Overtime, co-facilitate segments of group sessions with the support of the lead presenter.
- Participate with a multi-disciplinary team that is responsive to the developmental, gender and cultural needs of young people.
- Actively participating in regular supervision or development with the Team Leader, Clinical Practitioner, Lead Practitioner, or other senior employee.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Willing to be enrolled or completing Alcohol and Drug specific qualification, Dual Diagnosis competencies or course such as Alcohol and Other Drugs Skill Set (course code CHCSS00093)
2. Excellent interpersonal and communication skills with consumers, partners, families, staff and other service providers.
3. Demonstrated ability to work as a member of a multidisciplinary team.
4. Ability to demonstrate and display the values of Bendigo Community Health Services.
5. Competent level IT skills and the use of Microsoft Office tools
6. A current employee Working with Children Check and Driver's Licence.
7. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. Employment experience that demonstrates an ability to engage and build a rapport with individuals of diverse backgrounds.
2. Enrolled or currently completing a Bachelor or Diploma level in Mental Health and AOD, Social Work, Psychology, Counselling or Behavioural Sciences or equivalent.
3. Current First Aid Certificate and CPR certification

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Developing experience in providing AOD services to consumers and support for their families according to AOD competency standards and clinical treatment guidelines, services agreements and accreditation standards
- Demonstrate ability to provide sensitive non-judgmental practice in response to consumer diversity
- Actively engaging in mandatory training at a programmatic and organisational level
- Participating in supervision and professional development as negotiated with line manager
- Knowledge and compliance with the BCHS privacy and confidentiality procedures

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.