

## POSITION DESCRIPTION

<b>Position Title:</b>	AOD Development Lead- Wellbeing Services
<b>Award:</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022.
<b>Classification:</b>	Social and Community Services Employee Level 6.3
<b>Site:</b>	This position is primarily based at our Holdsworth Rd site in Bendigo, however may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	76 hours per fortnight (1.0 FTE)
<b>Tenure:</b>	Fixed Term (12 months)
<b>Position description developed:</b>	March 2025
<b>Responsible to:</b>	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

The Alcohol and Other Drugs (AOD) Team provides comprehensive support through an integrated multi-disciplinary approach. We deliver specialised treatment, support, and education services to clients with varying needs related to substance use. Our services support individuals at all stages of substance use, from active use to recovery, with an emphasis on providing cohesive treatment pathways, coordinated care, and evidence-based harm reduction interventions.

The AOD Team operates through two primary service areas:

### *AOD Clinical Services*

- Residential Withdrawal Services (Nova House)
- Non-Residential Withdrawal Services
- Specialised Pharmacotherapy Services

### *AOD Wellbeing Services*

- Needle Syringe Program
- Mobile Drug Safety
- Care and Recovery Coordination
- Individual and Forensic Counselling
- Family Support
- Peer Support
- AOD Traineeships
- Initial Assessment and Care Planning
- AOD Family Violence Advisory Services

## POSITION ROLE

The AOD Development Lead provides leadership in the implementation and coordination of BCHS's AOD Traineeship Program and support services within the AOD Wellbeing Service portfolio. This role directly supervises and mentors four AOD Trainees as well as AOD practitioners working within intake, assessment, peer support, and complex care coordination functions.

In this position, you will guide a dedicated team while fostering professional growth through mentorship, practice supervision, and educational support. A strong understanding of competency-based training and assessment principles is essential, as you will be responsible for supporting trainees to achieve their AOD qualifications and effectively apply their knowledge in practice settings.

This leadership role requires demonstrated practice expertise combined with advanced training and assessment capabilities, to develop staff competencies across the comprehensive

spectrum of psychosocial AOD service delivery. The ideal candidate will inspire excellence, nurture emerging talent, and cultivate a collaborative learning environment that bridges theoretical knowledge with practical application to promote best practices in client care.

## **POSITION RESPONSIBILITIES**

The AOD Development Lead is responsible for:

### **1. Trainee Management and Development**

- Design and implement comprehensive onboarding for new trainees.
- Deliver structured weekly individual and group supervision.
- Monitor progress against competency frameworks.
- Maintain detailed training records and provide regular performance feedback.

### **2. Practice Leadership**

- Provide regular structured supervision to AOD Wellbeing Services practitioners.
- Guide development of core AOD practice capabilities.
- Support staff in applying theoretical knowledge to complex client presentations.
- Foster integration of trainees within the multidisciplinary team.
- Ensure quality service delivery through trauma-informed practice approaches.
- Integrate dual diagnosis approaches to support comprehensive client care models.

### **3. Training and Assessment**

- Develop and deliver targeted training that complements formal qualifications.
- Design practical skill development activities across assessment, care coordination, harm reduction, and brief interventions.
- Coordinate cross-program rotations for comprehensive learning experiences.
- Build practitioner capability in engaging diverse client groups.
- Embed harm reduction principles throughout all training and practice development.

### **4. Stakeholder Collaboration**

- Coordinate with external education providers and industry bodies.
- Develop relationships with partner organisations for placement opportunities.
- Engage with the broader AOD sector to enhance learning pathways.

### **5. Program Quality and Innovation**

- Lead continuous improvement initiatives.
- Implement regular evaluation frameworks.
- Document outcomes and identify program enhancement opportunities.

### **6. Knowledge and Expertise**

- Demonstrate strong understanding of trauma-informed practice principles.
- Apply harm reduction frameworks in supervision and training contexts.
- Utilize dual diagnosis approaches to guide complex case discussions.
- Model best practice approaches in supporting vulnerable client populations.

## **KEY SELECTION CRITERIA**

### Essential

1. Tertiary qualification in AOD, Health Sciences, or related discipline with extensive psychosocial AOD service delivery experience, plus Certificate IV in Training and Assessment (TAE40116) or equivalent qualification/experience.
2. Previous experience in leading and managing teams, with demonstrated skills in staff supervision and professional development.
3. Demonstrated experience providing supervision and mentoring to early career practitioners, with strong understanding of competency-based training principles and adult learning methodologies.

4. Proven ability to develop and implement structured learning programs that integrate theory with practical service delivery, particularly in coordinating trainee placements or workforce development initiatives.
5. Current knowledge of evidence-based AOD treatment approaches including trauma-informed practice, harm reduction principles, and dual diagnosis frameworks.
6. Strong stakeholder engagement and relationship management skills across health and education sectors.
7. Current Working with Children Check and Driver's License.
8. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

#### Desirable

1. Understanding of the Greater Bendigo region and local service system.
2. Experience working with diverse communities including Aboriginal and Torres Strait Islander people, CALD communities, and LGBTQI+ communities.

#### **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.*

#### **PERFORMANCE TARGETS**

- Successfully onboard and retain trainees through program completion, with all trainees achieving competencies within program timeframe.
- Deliver scheduled weekly individual supervisions and monthly group sessions, implementing a minimum of four structured reflective practice activities per quarter.
- Develop and implement a comprehensive training calendar aligned with qualification requirements, achieving 85% or higher participant rating for relevance and applicability.
- Establish rotation schedule, ensuring all trainees experience a minimum of three service areas.
- Establish formal partnerships with at least three external organisations for learning opportunities.
- Complete 100% of mandatory organisational and programmatic training requirements.
- Maintain comprehensive documentation that adheres to all 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.