

Mission Statement

Bellarine Community Health – Strategic Directions 2018 -2022

VISION

Bellarine Community Health will be the leader in primary health services in Victoria.

MISSION

Bellarine Community Health delivers a broad scope of health services and wellbeing programs for all people in our diverse communities.

VALUES & BEHAVIOURS

Community First: We work with our diverse communities to deliver what matters and what makes a difference. We make decisions with empathy and recognise that our communities are at the core of every decision we make.

A positive and inclusive environment: We respect, care, support, nurture, empower, and help each other. We promote a creative, open and safe inclusive environment. Everyone is encouraged to explore opportunities, share ideas, enjoy themselves, excel in their personal development and achieve high levels of personal satisfaction.

Excellence: We take pride in delivering services and programs that exceed client, carer, and community expectations. We continually improve what we do, aim for professional excellence and deliver person centred outcomes.

Leadership: We are all leaders in the achievement of our vision, mission, strategic objectives, and our organisational values. We work together, using our skills and knowledge to identify and meet the challenges.

Integrity: We are honest and transparent. We share our knowledge, say what we believe, and do what we say. We listen and respond. We take responsibility, individually and as a team.

STRATEGIC DIRECTIONS

Strategic Objective One - SERVICES & PROGRAMS

Create and extend services and programs which are designed, delivered and responsive to our changing and diverse communities

Strategic Objective Two - COMMUNITY

Increase inclusive participation and community empowerment, and facilitate two-way awareness between BCH and our diverse communities

Strategic Objective Three - STAFF & VOLUNTEERS

Ensure the best mix of staff & volunteers, with the right culture, right skills, and right numbers, as we grow our services & programs

Strategic Objective Four - QUALITY & SAFETY

Ensure that all our services and programs are excellent

Strategic Objective Five - STRATEGIC FINANCES

Ensure BCH is financially viable and sustainable for the future through exploring funding opportunities.

Position Information

Position Summary	<p>To provide Alcohol and Other Drugs (AOD) treatment, education and support to young people aged between 12-25, presenting with substance use and co-morbidity through a recovery-based approach.</p> <p>The key objectives of this role are:</p> <ul style="list-style-type: none"> • To engage, assess and provide treatment, education and support to young people and their families and carers. • To provide youth focused AOD counselling and outreach support, consistent with best practice described by headspace National and others. • To provide AOD services to young people as part of an integrated youth health offering at the headspace satellite, and collaborate in care teams as necessary • To make supported referrals to meet young people's needs <p>A headspace centre operates in accordance with the headspace Centre Service Model and provides all four core streams including Mental Health, Physical and Sexual Health, Alcohol and other drugs and Vocational and Educational support.</p> <p>A headspace satellite provides a minimum of 3 of the 4 core streams and is linked to a parent headspace centre.</p> <p>headspace Ocean Grove is a satellite of headspace Geelong.</p> <p>To find out more about headspace visit http://headspace.org.au/.</p>
Reports to	Operations Lead – headspace Ocean Grove
Direct reports	Practice Lead – headspace Ocean Grove None
Program	Child, Youth and Families
Location	Bellarine Community Health – headspace Ocean Grove
Agreement	Community Health Centre (stand-alone services) Social and Community Service Employees Multi Enterprise Agreement
Employment type/term	Part time – 7.6 hours per week (0.2 FTE) Fixed term (tied to national funding) Probation Period: 6 months
Remuneration and benefits	Salary commensurate with experience and qualifications Access to excellent salary packaging provisions Employer Superannuation of 9.5%
Employment Conditions	<p>The position holder must present evidence of the following:</p> <ul style="list-style-type: none"> • Current Working with Children's check • Current and satisfactory Police Check (12 months from date of application). • Current Victorian Drivers' License • Eligibility to work in Australia (if applicable)

	<ul style="list-style-type: none"> • NDIS worker screen (if applicable)
Organisational Requirements	
Diversity	<ul style="list-style-type: none"> • Commit to providing a safe and welcoming health service for everyone, and being respectful towards the organisation, colleagues, young people, family and friends, and consumers at all times
Child safety	<ul style="list-style-type: none"> • Commit to protect children and reduce any opportunities for abuse or harm to occur
Policies and Practices	<ul style="list-style-type: none"> • Read, understand and comply with all BCH policies, procedures and reasonable directions whilst demonstrating professional workplaces behaviours in accordance with the BCH code of conduct
Consumer engagement	<ul style="list-style-type: none"> • Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities and their voice supports the design, development, and delivery of services
Person/Family centred practice	<ul style="list-style-type: none"> • Ensure young people/family participation allows their central and continuous involvement regarding matters that impact their health and wellbeing
Occupational Health and Safety (OH&S)	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others in the workplace or who may be affected by your actions or omissions • Co-operate with any actions taken by BCH to comply with the OH&S Act 2004 and attendant regulations • Not intentionally or recklessly interfere with or misuse anything provided at your place of work in the interests of health, safety and welfare • Report hazards, injuries and incidents, particularly as they relate to client risk
Strategy and Planning	<ul style="list-style-type: none"> • Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan
Continuous Quality Improvement	<ul style="list-style-type: none"> • Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities
Risk Management	<ul style="list-style-type: none"> • Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation. • Report incidents in a timely way, as per contractual obligations
Equal Opportunity	<ul style="list-style-type: none"> • BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

Position Specific Responsibilities

KEY RESPONSIBILITIES

Clinical work

- Relate to young people in a manner which is relevant and appropriate to their developmental and cognitive level of functioning and provide services in a youth friendly manner.
- Conduct comprehensive assessment, risk management and treatment planning, delivery and evaluation related to AOD in collaboration with the young people and the multidisciplinary team to achieve health goals and outcomes.
- Work collaboratively as part of the multidisciplinary team to coordinate care for young people with AOD issues, including liaising with internal and external service providers, working with the young person's family and friends, and active participation in case review meetings.
- Ensure the delivery of a high standard of AOD care to young people within an evidence-based framework, according to national headspace guidelines and policies.
- Provide information to young people and their family and friends regarding the nature of AOD problems, relevant services available and how to access these.
- Maintain timely, accurate and current clinical records ensuring documentation meets professional and legal standards.
- Assess, manage and record risk, particularly as this relates to events of harm, or the escalation of risks
- Translate best practice guidance available from headspace National into practice
- Participate in clinical supervision and reflective practice sessions
- Respond to demand and waiting lists by flexing work and case loads

Education and support

- Assist with the development of AOD knowledge and skills in other members of the team by providing professional support and education to colleagues.
- Provide expert advice and consultation related to AOD issues in young people to internal and external stakeholders, to promote holistic, integrated and evidence-based care.
- Build and maintain effective relationships with key stakeholders in the local community involved in the provision of AOD services to young people.

General

- Develop and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Active involvement in professional development to build theoretical knowledge and practice capability
- Participate in relevant team training and development activities as an effective team member
- Participate in individual performance reviews
- Active involvement in the application of quality and risk management frameworks
- Comply with the standards of a child safe organisation in both practice and culture
- Have some flexibility to travel, and to work after hours
- Other duties consistent with the position where required and/or requested by management from time to time.

Key Performance Indicators

- Provide support to young people as per evidenced based best practice guidance
- Provision of single session family support as required including supported referral to internal or external services
- Attendance and active participation in operational and clinical supervision
- Demonstrated flexibility and responsiveness to service demand.
- Maintain professional development and sector knowledge across the youth AOD sector
- Maintain knowledge of local withdrawal, residential and other treatment programs including therapeutic and psychoeducation group programs
- Demonstrated participation in continuous quality improvement and risk management activities
- Complete all administrative tasks in a timely manner
- Actively co-operate as a member of a team, following the values and principles of BCH
- Adherence with Child Safe Standards
- Demonstrated participation in professional development activities

Key Selection Criteria and Skills/Attributes

Essential

Qualifications and Registrations

- Formal qualifications in AOD (certificate, diploma or tertiary level). Or demonstrated substantial experience in the AOD sector.
- Demonstrated experience working with young people with AOD issues, including dual diagnosis.

Experience

- Demonstrated experience conducting assessment, risk management and treatment planning, service delivery and evaluation related to AOD.
- Demonstrated experience working in a multidisciplinary team environment, coordinating young peoples care.

Knowledge and Skills

- Extensive knowledge of evidence based AOD care for young people, including the range of treatment options.
- A broad understanding of mental health conditions, and the mental health service system in Australia.
- Exceptional interpersonal skills with the ability to work with a diverse range of people, in particular the ability to engage with young people and advocate on their behalf.
- Highly developed verbal and written communication skills.
- Ability to work both independently and collaboratively
- A broad understanding of the challenges and experiences of young people in Australia, including specific community factors.
- Computer skills including word processing, spreadsheets and database applications.

Personal Attributes

- High levels of professionalism, confidentiality and discretion.
- Positive and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements

	<p>Employment conditions</p> <ul style="list-style-type: none"> Evidence of all required employment condition documents <p>Immunisation Status: If you are applying for a position in dental, nursing, sterilising or podiatry, you are required to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella. If you are applying for a position working with children, you are required to have the following vaccinations: MMR, Pertussis, Varicella. <i>Influenza vaccination is recommended for all staff.</i></p>
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Position Description Acknowledgement

I have read, understood and agree to comply with the above position description.

Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our website: www.bch.org.au