

Position description

Position Title	Care and Recovery Coordinator
Directorate	Community Services
Program	Regional Care Partnership Geelong – Otway's.
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level 4
Mode of employment	Permanent
FTE	1
Reports to	Program Coordinator Community
Direct reports	None
Date of Review	21/02/2024

About Windana

Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.

Windana provides holistic, evidence-based services tailored to each person's unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.

We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.

Our Mission

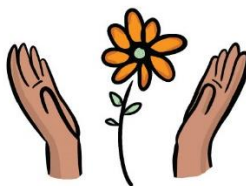
Helping people to rebuild their lives.

Windana's Values

We are one connected community.



We are driven by hope.



We collaborate through open and honest relationships.



We pursue learning and growth.



We are curious and courageous to drive change.



We are committed to caring without judgement.



Program Information
<p>Step Thru Care (STC) is a service led by Neami National in conjunction with Windana Drug and Alcohol Recovery, Drummond Street Services and Wathaurong Aboriginal Co-operative. The consortium partners collectively provide primary mental health and AOD services through a collaborative service model. Our innovative approach to integrated care ensures that Step Thru Care (STC) truly meets the needs of the Geelong Otway's consumers. STC provides culturally safe, person-centred, recovery-oriented care, utilising a trauma lens, which is particularly critical for consumers with intersectional needs. STC delivers Low Intensity Individual/Group Supports, Structured Psychological Therapies, and Higher Intensity Programs. This role works within the Regional care Partnership (RCP) Geelong Otway's.</p>
Position Objective
<p>Directly responsible to the Program Coordinator Community Services at Windana, the Care and Recovery Coordinator will collaborate with the multi-disciplinary regional Care Partnership team, inclusive of clinicians from both AOD and mental health sectors. The role is responsible for the provision of care and recovery coordination for complex AOD clients.</p> <p>The Care and Recovery Coordinator role utilises the full suite of Assessment and Screening tools including those developed by Turning Point on the behalf of the Victorian Government including the MARAM framework to supply client centric recovery planning. The develop of this plan must be considerate of the RCP teams broader goals and objectives of supporting clients need and the goals and values of the RCP</p>
Position Responsibilities
<p>Service Delivery</p> <ul style="list-style-type: none"> • Assist in facilitating necessary referrals and linkages with relevant support services as required • Facilitate the access of therapeutic interventions including outreach support to the client and conduct comprehensive AOD Assessments that meet the needs of the client, under the guidance and support from senior staff members, • Assist RCP Geelong Otways's staff members in providing clinical treatment services to clients that have a harm reduction and recovery focus that are evidence-based interventions, referring to appropriate specialist services and assisting clients to exit from the service on achievement of treatment goals. • Contribute in the development of staged treatment plans • Work collaboratively to develop shared care plans with the aim to provide seamless service provision with other relevant health and welfare services. • Ensure timely and accurate data entry to reflect progress on Treatment Plan. <p>Networking</p> <ul style="list-style-type: none"> • Maintain community support networks. • Liaise with other relevant service providers, for referral, consultation, discharge planning, monitoring and review. • Contribute in the development of programs and interventions to address the emerging needs of the client group. <p>Administration</p> <p>High standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes the following requirements:</p> <ul style="list-style-type: none"> • Data entry & reporting is accurate, up to date with all relevant information included, ensuring attention to significant treatment goals within reporting time frames. • Client files and electronic records are appropriate, accurate and up to date, with all relevant information included. • Maintain statistics and data as required by the funding body and organisation of each individual client.

Professional Development: <ul style="list-style-type: none"> As part of the annual performance development cycle, in collaboration with your Manager, identify one's own professional needs and attend relevant training, as approved by manager Participate in regular individual, group clinical supervision Participate in RCP Geelong Otways' team meetings and professional development processes. 	
Success measures/position goals	
<ul style="list-style-type: none"> Client % of time in program Client transition into community/society Outcome measures data Episode of care completion rates Service navigation, secondary referrals 	
Key Working Relationships	
Internal:	External:
Coordinator community	Barwon Mental health and AOD teams
Neami, Drummond Street and Wathaurong RCP staff	Odyssey AOD teams
Windana Community, Withdrawal and Rehabilitation staff.	Forensic services.
Selection Criteria	
Mandatory Skills & Competencies <ul style="list-style-type: none"> At least 2 years of case management experience with clients with substance misuse problems, their families or carers Awareness of legislation affecting Windana services e.g. Equal Opportunity, Mental Health, Disability Services, Children and Young People's Act Understanding of case work and AOD interventions within the context of a harm reduction, family work and recovery philosophies . Knowledge of the forensic drug and alcohol treatment system. Capacity to work with people with co-occurring AOD and psychiatric presentations & people involved in the criminal justice system. Capacity to work with people from culturally and linguistically diverse backgrounds. Computer literacy with competence in the use of Microsoft Word for Windows; Excel, Access and Outlook 	
Qualifications - essential <ul style="list-style-type: none"> Completion of Certificate IV (Four AOD Competencies for applicants with health-related degrees) or Diploma in AOD and Mental Health . 	
Qualifications - desirable <ul style="list-style-type: none"> Formal tertiary qualification in Counselling, Nursing, Psychology, Social Work, Occupational Therapy or a related field 	
Additional Requirements	
All employees in this position must: <ul style="list-style-type: none"> Obtain a valid Working with Children Check for this position and undergo a national police check Report to your people leader/line manager any criminal charges or convictions received during your employment. 	

- Be aware of and follow the Windana Code of Conduct and Practice.
- Follow all relevant Windana policies, procedures and guidelines.
- Protect confidential information from unauthorised disclosure and not use, show or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana.
- Fulfill your responsibilities and obligations in respect of child safety and wellbeing, in compliance with the *Child Wellbeing and Safety Act 2005*. Windana has a zero tolerance for child abuse. All allegations and concerns relating to child safety are treated very seriously. As a Windana employee you will follow child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Fulfill your responsibilities and obligations in respect of family violence and information sharing, in compliance with the *Family Violence Protection Act 2008*. As a Windana employee you will follow MARAM principles for appropriate risk assessment and management of family violence for our clients and residents, and children in their care, and for Child and Family Information Sharing practices.
- Advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for, under the Accident Compensation Act. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- Hold a driver's licence that is applicable in Victoria and evidence of a safe driving record.
- Have valid working rights to work in Australia.

General Information

- Salary Packaging is available to all employees.
- Windana is an equal opportunity employer and is committed to a work environment which is free of harassment and discrimination. We are working towards a culture of greater diversity and inclusion in the workplace.
- This position description describes the general nature and level of work that is to be performed by the person appointed to the role. It is not an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to change position descriptions as required in consultation with employees.
- Redeployment or travel to other services or sites within Windana may be needed from time to time.

I confirm I have read the position description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: