

## JOB DESCRIPTION FORM

### Clinical Coordinator Wandoo Rehabilitation Prison – Therapeutic Community (TC)

<b>Position Title:</b>	Clinical Coordinator		
<b>Service Location:</b>	Wandoo Rehabilitation Prison – Therapeutic Community (TC)		
<b>Program: (If applicable)</b>	Therapeutic Community Program	<b>Hours:</b>	Full time 76 hours per fortnight
<b>Reporting to:</b>	Manager – Wandoo Rehabilitation Prison TC	<b>Award Classification:</b>	Level 6-7 Cyrenian House EBA
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
The Clinical Coordinator works autonomously under broad direction from the Therapeutic Community (TC) Manager to coordinate service delivery within the Wandoo Rehabilitation Prison, Therapeutic Community. The Clinical Coordinator leads the provision of treatment that is multidimensional involving therapy, education, values and skills development utilising the Community as Method treatment approach. The Clinical Coordinator is required to provide leadership and support to staff utilising established work practices and exercising initiative and sound judgment in consultation with the manager.			
<b>Duties and Responsibilities:</b>			
<b>General:</b> <ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops.</li> <li>• Contribute to the development, implementation and evaluation of the service model.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>• Other duties as required.</li> </ul>			

#### **Program Delivery:**

- Ensure the clinical team delivers evidence based best practice residential treatment services in line with the Cyrenian House strategic directions and funding requirements.
- Engage in and promote a holistic and hands-on approach to working with residents and their children, develop parenting and life skills as well as addressing AOD use issues.
- Maintain a stable Therapeutic Community following using the Community as Method treatment model.
- Work collaboratively with the Department of Justice to ensure an integrated approach to care for residents engaging with services.
- Oversee and ensure the effective development of the Cultural Security of the programs. Maintain close liaison with Aboriginal AOD services and maintain a culturally secure environment at the TC.
- Coordinate the team to facilitate the provision of treatment that is multidimensional involving therapy, education, values and skills development utilising the Community as Method treatment approach.
- Support the transitional and the aftercare programs.
- Coordinate the provision of community activities that encourage cultural inclusion.
- Regularly review the program timetable to accommodate opportunities for improvement.
- Meet regularly with the TC Manager, and other stakeholders to provide a cohesive, planned treatment program.
- Maintain appropriate levels of skills and knowledge of drug trends, through training and research.

#### **Representation and Stakeholder Engagement:**

- Develop and maintain a network of AOD, Mental Health, Aboriginal, CALD and Diversion services, and other relevant agencies/services.
- Work collaboratively with Department of Justice, as they key stakeholder, to maintain fidelity of the program and best practice.
- Liaise with key stakeholders and community agencies to provide a service that is responsive whilst upholding the agency's Mission Statement and values.
- Maintain sound and collaborative relationships with Cyrenian House coordinators, managers and the Chief Executive Officer.

#### **Leadership and relationships:**

- Deliver and/or coordinate the provision of supervision and clinical group supervision to staff. Ensure all workers are well supported in their roles, and undertake annual performance reviews appraisals.
- Actively participate in supervision.
- Demonstrate a leadership approach that enables the team to work cooperatively, including a willingness to resolve conflict.
- Responsible for TC schedule and allocation of residents to counsellors, ensure equity.
- In collaboration with the manager, oversee the student and volunteer placement program with the service.
- Facilitate agency planning and team building workshops.
- Identify training needs of workers and facilitate appropriate training as required.

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- Participate in recruitment, selection, appointment and induction of new workers.
- Coordinate staff meetings, case conferences, assessment meetings and other TC and meetings, including needs with the community.
- Uphold the organisation's commitment to continue to develop a culturally secure service.

#### **Administration and Reporting:**

- Write and edit comprehensive criminogenic reports.
- Train and support staff to write criminogenic reports.
- Oversee the maintenance of clinical files ensuring notes are up-to-date, documenting evidence based clinical interventions and these are kept according to service guidelines.
- Ensure knowledge of the database and related documentation is up-to-date
- Work with the TC manager to provide information for the Annual Report and meet reporting obligations to funding bodies.
- Ensure privacy and confidentiality is maintained in all areas.

#### **Selection Criteria:**

##### **Essential competencies and experience:**

- A degree in social, behavioural or health sciences and experience in the alcohol and other drug sector.
- Solid experience in providing clinical supervision to multi-disciplinary teams who work with vulnerable client groups.
- Demonstrated skills and experience in the provision of treatment for people with AOD related issues, such as group work, treatment planning and counselling.
- Demonstrated and well-developed leadership skills with the ability to lead a multidisciplinary team and engage collaboratively with stakeholders.
- Have demonstrated experience in working with women who are experiencing multiple unmet needs.
- Demonstrated problem solving skills and conflict resolution skills.
- Excellent verbal, and written communication skills, including experience in report writing.
- Sound knowledge of or experience working in Therapeutic Communities.

##### **Required Clearances:**

- Full work rights.
- Current National Police Clearance and pass screening clearance to work in a prison by Department of Justice Current First Aid Certificate
- Current Driver's License.

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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