

JOB DESCRIPTION FORM

CLINICAL COORDINATOR WANDOO REHABILITATION PRISON – THERAPEUTIC COMMUNITY (TC)

Position Title	Clinical Coordinator		
Service Location	Wandoo Rehabilitation Prison – Therapeutic Community (TC)		
Program (if applicable)		Hours	Full time 76 hours per fortnight
Reporting to	Manager – Wandoo Rehabilitation Prison TC	Award Classification	Level 6-7 Cyrenian House EBA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	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.		
Our Values	Empowerment, Respect, Integrity, Resilience, Hope		
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. We celebrate and promote this diversity as a strength of our organisation.			
This Position			
<p>The Clinical Coordinator works in collaboration with the Service Manager to deliver programs at Wandoo Rehabilitation Therapeutic Community Prison in partnership with the Department of Justice (DOJ).</p> <p>The Clinical Coordinator is required to provide leadership and support staff utilizing efficient work practices and exercising initiative and sound judgement.</p> <p>The Clinical Coordinator is required to work within the context of the TC, maintaining the essential elements of the Community as Method (CAM) treatment approach and maintain relationship with the key stakeholder.</p>			
Duties & Responsibilities			
<p>General:</p> <ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • 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. • Engage with and contribute and adhere to the applicable quality standards, codes, regulations, and laws, ensuring consistent interpretation, implementation, and efficiency of general and safety practices. • Other duties as required. 			

Program Delivery:

- Ensure the clinical team delivers evidence based residential treatment in line with the Cyrenian House strategic directions and funding requirements.
- Develop treatment materials, tools and resources which are evidence based and maintain the fidelity of the Therapeutic Community.
- 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. Facilitate clinical reviews to choose which TC intervention tool/s are appropriate in response to unhelpful behaviours.
- 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 treatment service.
- Provide counselling and group facilitation to residents.
- Maintain a working knowledge of AOD agencies and other relevant agencies/services. Support referrals to Cyrenian House Therapeutic Communities and other aftercare programs.
- Regularly review the program to identify opportunities for continuous improvement.
- Maintain appropriate levels of skills and knowledge of drug trends, through training and research.

Representation and Stakeholder Engagement:

- Maintain the essential elements of a Therapeutic Community using the Community as Method treatment model working in an integrated approach with DOJ.
- Uphold Cyrenian Houses' mission and values in all interactions with key stakeholders. Including, but not limited to, Multidisciplinary Team (MDT) meetings, resident risk meetings, town hall meetings, training events and all activities at Wandoo.
- Maintain sound and collaborative relationships with Cyrenian House services, coordinators, managers and the executive.

Leadership and Team Management:

- Deliver and coordinate the provision of supervision to staff. Ensure all workers are well supported in their roles and undertake annual performance reviews appraisals, including the identification of training needs of workers.
- Actively participate in supervision and meetings with Service Manager.
- Demonstrate a leadership approach that facilitates the team to work cooperatively, including a willingness to resolve conflict and uphold a supportive team culture.
- In collaboration with the manager, oversee student/s and volunteer/s with the service.
- Lead handover meetings, staff meetings, case conferences, assessment meetings and team building workshops in association with the Service Manager.
- Participate in recruitment, selection, appointment, induction and training of new workers.
- During MDT provide relevant contributions to clinical decision making.

Administration and Reporting:

- Write and edit comprehensive individual treatment reports consistent with funding standards and within expected timeframes.
- Train and support staff to write individual treatment reports consistent with funding standards and within expected timeframes. Monitor and support staff to maintain quality and timeframes.
- Arrive prepared for all meetings, and where relevant, send work required for meeting prior to meeting.
- Ensure entries in clinical files are done in the required timeframe and meet the standards for documenting clinical interventions, treatment plans and case notes.

- Report qualitative and quantitative data for reports and other data collection requirements.
- Provide rosters, schedules, case load allocations, bed allocations, leadership role appointments and progress notifications within required timeframes using defensible decision making.
- Ensure privacy and confidentiality is maintained consistent within current legislative requirements.

Selection Criteria

Essential competencies and experience:

- A degree in social, behavioural or health sciences.
- Demonstrated skills and experience in the provision of treatment for people with AOD issues, such as group work, treatment planning, therapeutic interventions and counselling.
- Solid experience in providing clinical supervision and oversight of a clinical program targeted at vulnerable client groups.
- Well-developed leadership and communication skills. Experience managing a team, maintaining cooperative relationships with stakeholders, showing initiative and operating with sound judgement.
- Have demonstrated experience in working with women who are experiencing multiple unmet needs.
- Excellent clinical writing skills, such as writing and editing comprehensive individual treatment reports. Including the competent use of software, such as Microsoft Office and learning specialised applications.
- Adept in self-management and organising multiple tasks within a team environment.

Desirable competencies and experience

- Experience working in similar role.
- Experience working in Therapeutic Communities and/or within prison.

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 the requirements of your role and return a signed copy to the People & Culture Department.

Full Name		Date	
Signature			