

JOB DESCRIPTION FORM

CLINICAL COORDINATOR, MUNDA MIA THERAPEUTIC COMMUNITY

Position Title	Clinical Coordinator		
Service Location	Munda Mia Therapeutic Community (MMTC)		
Program (if applicable)	MMTC	Hours	Full-time 76 hours FN
Reporting to	Manager, MMTC	Award Classification	Level 6 – 7 Cyrenian House EA
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			
The job function is to oversee the provision of the therapeutic program to residents and their children that addresses alcohol and other drug (AOD) use and Family and Domestic Violence (FDV) related issues within a residential Therapeutic Community (TC) setting. The Munda Mia Therapeutic Community provides residential treatment for women, where they have the option to bring their children into treatment with them. 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.			
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, coaching and training to 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 and program elements. • 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. • Contribute to and promote the implementation of the Alcohol and Other Drug and Human Services Standard (AODHSS). • Other duties as required. <p>Program Delivery</p> <ul style="list-style-type: none"> • Ensure ongoing monitoring, evaluation and reporting of clinical outcomes against agreed targets in collaboration with the manager. • Mediate between residents and their families to resolve conflict and negotiate agreed goals and actions when required using a family inclusive practice approach. • Promote a holistic and hands-on approach to working with residents and their children to develop parenting and life skills as well as addressing AOD use issues. 			

- Develop and implement FDV assessment, safety planning and support strategies to women and children affected by FDV.
- Implement and monitor treatment planning, interventions and review processes.
- Coordinate the provision of community activities that encourage cultural inclusion, for example, NAIDOC Week and Harmony Day.
- Meet regularly with the TC manager to provide a cohesive, planned treatment program.
- Responsible for ensuring the delivery of quality clinical best practice consistent with Cyrenian House Clinical Governance Framework.

Representation and Stakeholder Engagement:

- Develop and maintain networking partnerships with AOD, Mental Health, Aboriginal, Culturally and Linguistically Diverse (CaLD), Child Protection & Family Services, and diversion services, and other allied services.
- Participate in interagency networking committees as required.
- Participate in community networks which support program goals and objectives, facilitating consumer referral, service relationships and outreach opportunities.
- Liaise with key stakeholders.
- Monitor trends and determine community needs in regard to alcohol and other drug (AOD) use, within the area in collaboration with community organisations and service providers and implement AOD support services and prevention activities to meet those needs.

Leadership and relationships:

- Deliver and/or coordinate the provision of supervision and clinical group supervision to staff.
- In collaboration with other senior staff, direct the development, implementation and evaluation of the Therapeutic Community model and service delivery policies and procedures.
- Demonstrate a leadership approach that enables the team to work cooperatively, including a willingness to resolve conflict.
- Coordinate staff leave and training to ensure adequate staff coverage to meet the provisions of the program, taking into account seasonal variations, skills mix and staff well-being.
- 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.
- In collaboration with the manager, oversee the student and volunteer placement program with the service.
- Facilitate agency planning and team building workshops.
- Maintain an appropriate level of skills and knowledge of drug trends, through regular training and research.
- Uphold the organisation's commitment to continue to develop a culturally secure service.

Governance:

- Develop, implement, monitor and review clinical policies and procedures to ensure best practice in clinical service delivery.
- Ensure adherence to organisational policies and procedures.
- Contribute to organisational strategic planning.
- Work with the manager to provide information for annual reports and meet reporting obligations to funding bodies.
- Actively participate in supervision.

Administration and Reporting:

- Ensure the effectiveness and efficiency of all administrative duties, such as keeping concise, up to date case notes and statistics.
- Oversee the maintenance of resident files ensuring consumer records are kept according to Cyrenian House guidelines.

- Have a working knowledge of the Pharos database related documentation and its purpose.

Selection Criteria

Essential competencies and experience:

- A degree in social, behavioural or health sciences and experience in the alcohol and other drug sector.
- Demonstrated and well-developed alcohol and other drug assessment and counselling skills.
- Demonstrated and well-developed skills and knowledge around FDV and the related impacts on adults and children.
- Demonstrated and well-developed leadership skills with the ability to work in a multidisciplinary team.
- Have a sound understanding of the Community as Method treatment approach.
- Experience in working with consumers from diverse backgrounds and different cultural groups.
- Good verbal, written and communication skills.
- Good organisational and time management skills.

Desirable competencies and experience:

- Experience in group facilitation and presentation.

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate.
- Current Working with Children's Check.
- Current driver's License and reliable vehicle.

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			