

JOB DESCRIPTION FORM

CLINICAL COORDINATOR, NANNUP THERAPEUTIC COMMUNITY & LOW MEDICAL WITHDRAWAL UNIT

Position Title	Clinical Coordinator, Nannup		
Service Location	Nannup Therapeutic Community (TC) and Low Medical Withdrawal Unit (LMWU)		
Program (if applicable)	Nannup TC & LMWU	Hours	76 hours per fortnight
Reporting to	Manager, Nannup	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 Clinical Coordinator's role is to ensure the effective running of the Therapeutic Community (TC) Program within a residential setting. Working in collaboration with the Manager you will deliver evidenced based, best practice residential treatment services to the residents of the program whilst meeting outcomes and funding performance indicators. The Clinical Coordinator is required to work in the context of a TC, facilitating the Community as Method (CAM) treatment approach and providing leadership and support to the team.			
Duties & Responsibilities			
General: • 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's continuous quality improvement processes. • Work in accordance with the 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. Counselling – Assessment, Intake and Case Management:			

- Work cooperatively and effectively with Non-Residential Services (NRS) to provide assessment, intake and wait-pool processes, taking into account contractual obligations, gender balance and comorbidity.
- Facilitate the referral process of residents to suitable programs/agencies.
- Mediate between residents and their families to resolve conflict and negotiate agreed goals and actions when required using a Family Sensitive practice approach.
- Using a team-based case management approach in addition to individual treatment plans to identify therapeutic interventions and facilitate the optimum outcomes for residents.

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.
- Oversee and ensure the effective development of the Aboriginal beds program. Maintain close liaison with Aboriginal AOD services and maintain a culturally secure environment at the TC.
- Maintain a stable Therapeutic Community following the 12 Step Philosophy and using the Community as Method treatment model.
- 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 Continuing Care Program.
- 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, TC workers 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 alcohol and other drug (AOD), Mental Health, Aboriginal, culturally and linguistically diverse (CALD), and Diversion services, and other relevant agencies/services.
- Attend interagency networking groups as directed.
- Liaise with key stakeholders and community agencies to provide a service that is responsive whilst upholding the agencies Mission Statement and values.
- Maintain sound and collaborative relationships with all Cyrenian House coordinators, managers and the Chief Executive Officer.
- Develop effective relationships with other Cyrenian House services as appropriate.

Team Management and Coordination:

- Ensure all workers are well supported in their roles, by undertaking regular line management supervision, clinical group supervision and by undertaking annual performance reviews appraisals for all TC workers.
- Responsible for workers rosters to ensure a cost-effective cover of the TC program, including providing a rostered on-call support to TC workers.
- Identify training needs of workers and facilitate appropriate training as required.
- Participate in recruitment, selection, appointment and induction of new workers.
- Coordinate staff meetings, case conferences, assessment meetings and other TC and also community service team related meetings, including needs with the community.

Administration and Reporting:

- 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 SIMS 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:

- Degree in Social, Behavioural, Education, Health Sciences or equivalent experience and the AOD sector.
- Demonstrate Leadership and clinical supervision skills.
- Have an excellent understanding of the complex range of issues related to substance misuse.
- Have Experience in designing, delivering and evaluating educational groups.
- Have Experience working within a multi-disciplinary team.
- Have experience working with people from diverse backgrounds.
- Possess demonstrated skills and experience in the provision of assessment, counselling, therapeutic approaches and treatment planning for people with AOD related issues.
- Have demonstrated problem solving skills and mediation skills.
- Demonstrate excellent verbal, and written communication skills, including experience in report writing.

Desirable competencies and experience:

- Experience working in a similar role within a Therapeutic Community.

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate
- Current driver's License and reliable vehicles

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			