



## Drug & Alcohol Recovery

### Position Description

Position Title: Dual Diagnosis Practitioner

Program: Rehabilitation Services

Reports to: Assistant Manager

Supervise: N/A

Date of review : 1/08/2018

#### Our Mission

Helping people to rebuild their lives.

#### Our Vision

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

#### Our Principles

- Provide a range of approaches and give attention to all aspects of an individual.
- Provide unflinching belief and support for individuals who wish to change and grow.
- Respect differences in culture, religion, gender, age, family situation, background and economic status.
- Commit to honesty and respect in all our relationships.
- Draw on our expertise to develop new approaches to support treatment information and community education.
- Develop processes and practices that are open, fair and honest.

#### What we believe

We believe that people can **rebuild** their lives.

## **Organisational Background**

Windana is a leading Melbourne-based drug and alcohol treatment organization, specialising in holistic recovery programs delivered in residential and non-residential settings. We help people rebuild their lives in safe, caring environments and throughout their entire recovery journey.

Founded in 1985, Windana is an independent organisation, incorporated under the Associations Incorporation (Reform Act) 2012 and governed by a Board of Management.

We offer medically supported withdrawal programs in addition to pioneering evidence-based, non-medical treatment programs. Clients choose from residential and a range of supportive community-based programs.

Windana is an Aboriginal word meaning 'which way'? Our name refers to a crossroads, a turning point in life. For Windana, effective recovery is about offering people choices and tools to take their lives in a new direction. Clients turn to us looking for a way forward, a way out of drug and alcohol addiction, a way to wellness.

We help people who have become disconnected from their family, friends, children and community because of harmful use of substances including alcohol, heroin and methamphetamines (ice).

Our staff work across Windana's inner-city St Kilda headquarters where its Adult Withdrawal House (DWH) is based; the Windana Youth Community House (WYCH) in Dandenong and the therapeutic community residential rehabilitation program at Maryknoll. Windana also offers a range of integrative care and recovery community programs for South East Melbourne, the Mornington Peninsula/Frankston and Barwon regions.

Windana has built a reputation for changing lives. Our holistic approach, our facilities and commitment to co-creating substance free futures with our clients has made us a provider of choice. Our highly qualified staff offer a depth of knowledge across substance abuse treatment, behavioural healthcare, psychology and integrative therapies. Staff work with empathy and care alongside the most complex cases, day by day.

Our programs are built around five pillars: love, trust, honesty, respect and responsibility. Client impact is critical to what we do. All Windana clients receive evidence-informed, best practice clinical treatments, supplemented by additional support services designed for each individual, their aspirations and needs. We believe in the Windana way. We believe that change and growth are possible in all individuals as long as they so choose. Our purpose is holistic recovery, to build resilience and self-sufficiency the Windana way.

### **Program Information:**

#### **Therapeutic Community (TC)**

The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment.

Located 75kms east of Melbourne, on a 40 acre property, residents live in self-contained houses in a campus style setting.

## **Community Programs**

The Community Programs consist of: The Aftercare program, Transitional Housing and a Rehabilitation Day program. There is a Volunteer Coordinator that works within this team to provide opportunities for residents to volunteer within the community.

### **Objective of the position:**

Directly accountable to the Assistant Manager, Rehabilitation Services, the Dual Diagnosis Practitioner will work to improve dual diagnosis responses across the Windana rehabilitation services suite of programs. This position will specifically work with those clients who experience high levels of disadvantage and vulnerability as a result of mental health and problematic substance use.

### **Liaise with (key internal and external contacts):**

Internal: Windana staff and clients

External: Department Health and Human Services and other government departments (state and federal), AOD Agencies, Allied Health professionals & GPs

### **Position responsibilities**

The Dual Diagnosis Practitioner role forms part of the interdisciplinary team at the Therapeutic Community and Community Program at Maryknoll, Victoria. Specific responsibilities are as follows:

#### ***Leadership***

- Provide leadership that facilitates the ongoing development of clinical practice within the service
- Promote adherence to the model of care, cultural safety, inclusive practice and trauma informed care
- Participate and lead, where directed, organizational policy development and change processes
- Provide out of business hours support
- Monitor and actively address the culture of the Therapeutic Community (staff and residents) to prevent crisis and cumulative stress
- Provide leadership at the Therapeutic Community at a senior level including mentoring junior staff – adherence and promotion of the ATCA Essential Elements
- Lead projects as per the Operational Plan
- Actively develop partnerships with organizations that hold similar values to Windana
- Promote and participate in programmatic Outcome Measurement work

#### ***Clinical Practice***

- Provide mental health assessment and treatment for residents within the residential and community programs
- Implement focused care for people with major psychiatric disorders that is culturally appropriate
- Provide high level clinical consultation and advice to staff where required
- Participate in clinical review and care coordination
- Implementation and facilitation of evidenced based interventions for individuals and groups i.e. working memory training and neurofeedback
- Oversee psychometric testing and analysis to inform treatment planning

#### ***Supervision and Training***

- Provide professional development opportunities and mentoring to Windana staff to ensure the principles of evidence based practice and treatment are maintained

- Development and implementation of resources and training associated with evidence based practice within and AOD residential setting
- Improve the referral potential for clients on exit from Windana

#### **Administration**

- Produce high quality reports
- Maintaining case notes and completing reports ensuring accuracy and meeting deadlines
- Completion of data collection, trending and analysis

Occasional after Hours work will be required.

### Selection criteria

#### **Mandatory Skills & Competencies:**

- Minimum five years working in the health and social services sector
- Knowledge of and experience in the drug and alcohol service system and the range of treatment options available, including knowledge of principles of prevention and harm minimization as these relate to illicit drug use.
- The ability to discern and prioritise needs of clients and to ensure the most useful and appropriate information, intervention or referral options are offered
- High level of clinical assessment skill Advanced level computer skills
- Empathetic to values of Windana
- Commitment to continuous quality improvement and OHS
- Criminal records check
- Working with Children Check
- The ability to abide by the Agency's undertaking re: confidentiality

#### **Qualifications:**

Bachelor Degree in health related discipline with APHRA registration

#### **Desirable Skills & Competencies**

Post Graduate Mental Health qualification

Certificate IV in Alcohol and Other Drugs or other relevant AOD qualification

### Employment Conditions

Salary and conditions are in accordance with the relevant award and include 60.8 hours per fortnight.

Remuneration Packaging is available in accordance with current legislation.

Windana operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.

Effective risk / quality management is a core competency expected of everybody involved in Windana administration, including all staff, management and volunteers. Leaders will be accountable for applying agreed risk / quality management policy and strategy in their area of responsibility.

Dual diagnosis knowledge, skills and experience is highly regarded. If the applicant's skills and experience are not evident, then a commitment to undertaking professional development as part of the employment contract will be required.

The Dual Diagnosis Practitioner is expected to conduct themselves with professional integrity towards clients according to the "Staff Code of Ethics" and maintain their professional responsibilities in line with the "Bill of Rights for Members and Clients".

Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Agency vehicles are available for authorised use and these should be used at all times for work-related purposes.

Other employment conditions are as per the relevant award.

Windana is a smoke-free environment.

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| <b>Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.</b> |                    |
| <b>Employee Name:</b> _____  | <b>Date:</b> _____ |
| <b>Signature:</b> _____  |                    |