



POSITION DESCRIPTION

Position Title	Community Facilitator
Directorate:	Rehabilitation Services
Program	Therapeutic Community Maryknoll
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level 4
Reports to	Team Leader Therapeutic Community or delegated support
Employment Type	Full-Time (1 EFT)
Date of Review	23/12/2020

The Organisation

We believe every person can change, grow and rebuild their lives if they choose.

Since 1984, Windana has helped thousands of people take a new direction to lead healthy, productive and happy lives.

Windana is a leading Melbourne-based drug and alcohol treatment organisation providing holistic services tailored to each client's unique situation, wherever they may be on their recovery journey.

We support close to 1500 people across Victoria every year by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential and complementary services.

Windana is a QIP accredited organisation currently employing over 150 highly experienced staff across multiple sites in metropolitan and regional Victoria.

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 unflagging 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.

Program Information
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.
Position Objective
Directly accountable to the Therapeutic Community Team Leader, the Community Facilitator is responsible for providing opportunities for residents to identify and address risk taking behavioural patterns and develop lifestyles of self-determined purpose.
Position Responsibilities
<ul style="list-style-type: none"> • To provide case management, support and various therapeutic interventions to clients accessing residential rehabilitation services • To facilitate group interventions focused on a range of treatment modalities including psychoeducation, trauma-informed care, relapse prevention, and other therapeutic interventions when required • To build on the comprehensive intake and assessment plan to determine the clinical components of the counselling intervention/s required, engaging and involving clients • To provide case management, including assessments, case noting and interventions to assist the client in referrals to the most appropriate services on discharge, including the development and review of client centred treatment and recovery plans • Supervise and monitor daily house and domestic activities including food preparation, house meetings and therapy groups • To ensure case notes and data entry are completed in an accurate and timely manner • To ensure participation in relevant administrative processes where required • Appropriate and timely liaison with internal and external services where required • Participate in the orientation and ongoing support of new staff and residents • To participate in individual and group supervision on a regular basis for operational and clinical purposes • Participate in all aspects of the Therapeutic Community program, as required • Representing Windana Therapeutic Community at interagency meetings, forums or any other setting • Encourage positive behaviour and be a role model for the residents at the Therapeutic Community • Provide assistance in the administration of medication on completion of medication competencies • Support the process of admission and discharging of residents • Ensure family violence and/or child safety concerns are documented and reported as per Windana procedures • Provide advocacy support for residents across a range of services including but not limited to, housing, finance and medical. • Ensure risk assessments and safety plans are undertaken for clients identified at risk to themselves

<p>and/or others</p> <ul style="list-style-type: none"> • Work and participate in a multidisciplinary team • Other duties as directed 	
Key Working Relationships	
Internal: Windana Staff and Clients	External: AOD agencies, Allied Health Professionals
Selection Criteria	
Mandatory Skills & Competencies <ul style="list-style-type: none"> • Proven experience in case management and delivering group-based interventions and programs • Experience working within the alcohol and drug sector or within a similar dynamic and community-based environment • Demonstrated analytical and problem-solving skills • Excellent interpersonal skills with the ability to build rapport, negotiate and facilitate client outcomes • A demonstrated commitment to continuous improvement of interventions, programs and services. • Ability to understand and implement a Therapeutic Community model • Excellent communication skills both in writing reports, assessments and treatment plans and verbally communicating key messages and treatment options with influence and compassion. 	
Qualifications <ul style="list-style-type: none"> • Diploma in Alcohol and Other Drugs, Mental Health or other relevant discipline • Bachelor's Degree in social science or a health-related field, desirable 	
Additional Requirements	
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates • Register Windana as an employer with the Department of Justice for the Working with Children check before commencement • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Windana clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation 	

- Be aware of and comply with the Windana Code of Ethics and Practice
- Current First Aid certificate or willingness to undertake
- Have valid working rights to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Remuneration Packaging is available in accordance with current legislation.
- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- 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.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____