**POSITION DESCRIPTION**

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| **Position Title** | Clinical Writer |
| **Directorate:** | Rehabilitation Services |
| **Program:** | Corio Therapeutic Community |
| **Award/Agreement** | Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016 |
| **Classification** | 5 |
| **Reports to** | Project Manager |
| **Direct reports** | None |
| **Employment Type** | Fixed Term Contract |
| **Date of Review** | 15/03/2021 |

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| **The Organisation** |
| **About Windana**  Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.  Windana provides holistic, evidence-based services tailored to each person’s unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.  We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.    **Our Mission**  Helping people to rebuild their lives.    **Our Principles**   * We believe that people can rebuild their lives. * We reduce the harms associated with alcohol and drug use in our communities. * We value individuality, and help people use their strengths and aspirations to guide their journey with Windana. * We embrace diversity in all its forms. * We acknowledge that the land on which we live, and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging. * Our relationships are authentic, honest, and respectful. * We are a learning and knowledge-sharing organisation. |
| **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.  Corio TC is a purpose-built facility which will commence operation in July 2021 |
| **Position Objective** |
| The Clinical Writer will report in to the Corio Project Lead and will oversee the development, review and management of clinical resources across Windana’s Corio TC implementation project. They will ensure all content developed is evidence based and approved through appropriate processes. The incumbent will work closely and collaboratively with other members of the Windana operational and quality teams to ensure all documentation is developed to the standards required by the Clinical Governance Committee. |
| **Position Responsibilities** |
| The position activities are primarily based on the changing project needs for Windana and will be directed by the Project Manager, ED Rehabilitation Services and developed in collaboration with the Quality Coordinator. They will include but are not limited to the following:   * Design the Quality Manage ment System in conjunction with the Quality Co-ordinator * Leading the development, review and implementation of high-quality clinical resources as required by the Rehabilitation Services unit (e.g., clinical practice principles, policies, frameworks, procedures, information documents) −for both clinical and non-clinical service providers and target audiences. * Review and edit content as required (this includes clinical resources such as fact sheets, website content, tenders, submissions, service models and reports). * Maintain best practice procedures and templates for clinical resource development and document control * Maintain a database of approved clinical resources, to assist with their ongoing management and revision. * Provide support for projects relating to the enhancement of content storage and dissemination and stakeholder engagement practices.   General   * Work within the parameters of general legislative compliance – including but not limited to OHS laws and guidelines, Fair Work Australia Act, Children and Young Persons Act, Privacy Act, Health Records Act * Other initiatives as directed by the Project Manager.   Other Responsibilities     * To perform duties within the context of the Windana philosophy, policies and procedures * To acknowledge and respect the diversity in the nature of our clients and the many aspects of their lives – physical, psychological, spiritual and social * Work as per your contract of employment, relevant Award / Agreement and agreed roster * All policies and procedures are read and understood including all revised policies and procedural documents * Understands and works within the Risk / Quality Management Framework including policies, procedures, tools, templates and reports as applicable throughout the organisation * To abide by all guidelines and requirements of our principle funder (s) * Follow the objectives of the service plan / model as directed by your Manager |
| **Key Working Relationships** |
| |  |  | | --- | --- | | **Internal**: | **External:** | | Windana Staff | DHHS and other government departments (state and federal) | | Clients | AOD agencies | |  | Allied Health Professionals and GPs | |
| **Selection Criteria** |
| Mandatory Skills & Competencies:   * Empathetic to philosophy of Windana   Essential   * Demonstrated skills in writing and reviewing clinical content in a policy and project context, and the development of evidence-based information for the improvement of resources. * Highly developed communication skills, both verbal and written, with an ability to interact with a diverse range of stakeholders. * Highly developed research skills combined with the ability to synthesise information in a clear and concise manner. * Highly developed skills in eliciting and accurately capturing information from diverse sources. * Ability to work both independently and collaboratively * Sound organisational and planning skills, including the ability to work under pressure and prioritise workloads for self and others.   Desirable   * Experience in working in the AOD or Community Health Services sector |
| **Additional Requirements** |
| All employees are required to:   * Obtain a national police check prior to employment. The same would 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 * Have valid working right to work in Australia |
| **General Information** |
| * Employment terms and conditions are provided in accordance with the individual agreement * All positions at Windana are subject to on-going government funding. * Salary 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**