

Position Description - Facilitator (Drink & Drug Driver Behaviour Change Programs)

Mode: Casual or Part time

Position Location: Various Sites in Melbourne

Position Reports to: Education Manager

Background – TaskForce

TaskForce has been providing drug treatment services since 1973. Core services focus on addressing social issues of drug related problems, unemployment, mental health and risk taking behaviours and supporting young people, adults and families to transition back into “mainstream” services and supports. TaskForce provides specialist support for people who have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential - those who have long-term complex issues or a single issue with a high degree of severity.

TaskForce delivers services via three connected streams: specialist AOD services to support people who use drugs and their families, youth retention and re-engagement with education, training and employment, specialist training through RTO status to enhance the capacity of AOD and other workers to support effective delivery of community-based services.

Background – The Drink and Drug Driver Behaviour Change Program

TaskForce is a lead provider of Driver Education Programs in Victoria and has been assisting people to restore their licences through the provision of both Drink and Drug Drive Education Programs for the past 3 years.

The new Drink and Drug Driver Behaviour Change Program Services involve management, supervision, administration and delivery of up to three programs, namely:

- [Victorian Drink Driver program \(6 hours\)](#)
- [Victorian Drug Driver program \(6 hours\)](#)
- [Victorian Intensive Drink and Drug Driver program \(10 - 12 hours\)](#)

[Victorian Drink Driver Program \(6 hours\) and the Victorian Drug Driver Program \(6 hours\)](#)

The 6 hour programs will involve drivers recorded with a first time Blood Alcohol Concentration offence below 0.15 and drivers recorded with a first time drug driving offence. The two programs are primarily based on cognitive behavioural and motivational approaches and include some education.

The 6 hour programs comprise of two group sessions which will be delivered over two consecutive weeks. Providers will need to allow additional time for registration and a short break in each session. Each of the programs includes screening and assessment for alcohol and other drug dependency and where appropriate assertive referral to treatment services should be provided. Participants who have been given an assertive referral should receive follow up phone calls to encourage and support the uptake of the referral for treatment.

Each participant will receive a Certificate of Completion certifying that they have completed the relevant program. The certificate will also indicate if they have been given a referral for treatment. Participants will be required to provide a copy of the Certificate to the Court or VicRoads. The curriculum for the Drink and Drug Driver Behaviour Change Program has been developed by VicRoads. Providers will be required to deliver this curriculum.

[Victorian Intensive Drink and Drug Driver Program \(10 - 12 hours\)](#)

The Intensive Program has two stages. The first stage is a 10 hour program that will involve drivers who have been convicted of the following offences:

- First time 0.15 and above
- Repeat drink
- Repeat drug
- Refusal (drink and or drug test)
- Driving While Intoxicated
- Driving Under the Influence
- Combined drink/drug
- Serious offences involving alcohol and or drugs – Culpable Driving

The first stage is to be provided over consecutive weeks as three x 3 hour sessions plus a 1 hour counselling session provided one to one. Ideally the counselling session will be undertaken between sessions one and two – either face to face (preferred) or over the phone. A Certificate of Completion will be issued at the end of this stage. The second stage is a 2 hour Pre-Interlock Removal Program ideally completed in the last month of the alcohol interlock condition (conditional to compliance of use). The Pre-Interlock Removal Program is for drivers within Stage 1 of the Program who have an interlock condition imposed on them. A Certificate of Completion will also be issued at the end of this stage.

About the position

Under guidance of the program supervisor and in accordance with Vic Roads guidelines, the Facilitator is responsible for the delivery of the Drink and Drug Driver Behaviour Change Programs at TaskForce.

DUTIES AND RESPONSIBILITIES

- Facilitate the delivery of all or part of the Drink and Drug Driver Behaviour Change Program.
- Deliver the curriculum for the Drink and Drug Driver Behaviour Change Program that has been developed by VicRoads.
- Undertake screening and assessment for alcohol and other drug dependency and where appropriate, assertive referral to treatment services.
- Provide face to face or phone counselling in accordance with the Victorian Intensive Drink and Drug Driver Program requirements.
- Educate clients on license eligibility processes and referring clients for further drug treatment as required by the Standards.
- Maintain all relevant documentation for the conduct and evaluation of the components of the program in which they are involved, and provides written reports where necessary.

- Under the guidance of the Supervisor, contribute to the planning and evaluation of educational programs.
- Undertake professional development activities as provided by VicRoads from time-to-time.

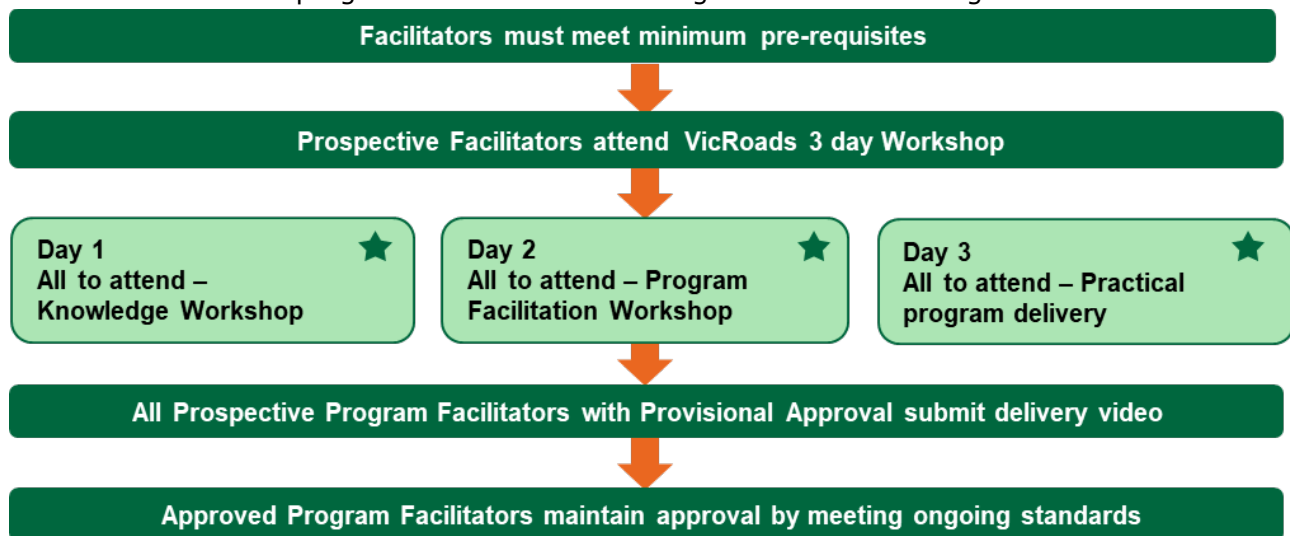
SKILLS AND EXPERIENCE REQUIREMENTS

1.0 Drink Driver Program Facilitators

Proposed Facilitators will have pre-existing skills and experience, including:

- relevant diploma level or higher qualifications in psychology, social work, health, human services or a related discipline and the following units (if not already included in the relevant qualifications):
 - Work with clients who are intoxicated CHCAOD406E
 - Provide services to people with co-existing mental health and alcohol and other drugs issues CHCMHS005
 - Work in an alcohol and other drugs context CHCAOD001 the following unit (if not already included in the relevant qualifications):
 - Managing small groups and group-work (available in multiple Training Packages)

Facilitators of 6 hour programs must attend training outlined in this diagram:



SKILLS AND EXPERIENCE REQUIREMENTS

2.0 Drug Drive Program Facilitators

In addition to the pre-requisites for the 6 hour Drink Driver program, Facilitators approved to deliver the 6 hour Drug Drive Program must have:

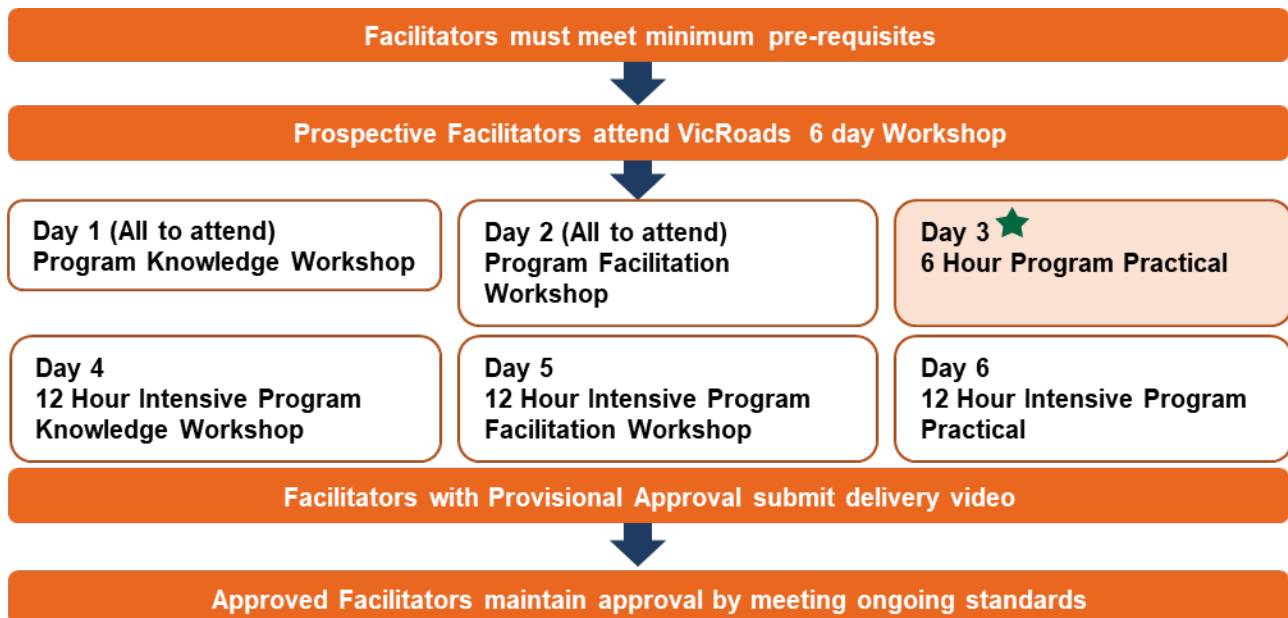
- at least Bachelor level qualifications in psychology, social work, health, human services or a related discipline: and
- at least 2 years' experience working with mandated clients and behavioural change interventions with a reputable drug and alcohol treatment provider (for example Government provider or private provider Quality Certified under the Australia Council of Healthcare Standards).

SKILLS AND EXPERIENCE REQUIREMENTS

3.0 Intensive Program (12 Hour) Facilitator Approval

In addition to the pre-requisite requirements for the Drug Driver 6 hour program, Facilitators must attend training in diagram below and have:

- a minimum of 2 years' experience running therapeutic groups
- a minimum of 2 years' experience working with offender populations



★ Not required if only delivering the Victorian Intensive Drink / Drug Driver Program

Professional Development Requirements for all Facilitators

- Facilitators are expected to attend training in Motivational Interviewing made available by VicRoads, unless they can demonstrate completion of a Motivational Interviewing Course post 2012.
- Facilitators must undertake professional development activities as provided by VicRoads from time-to-time.

Additional Information

- This is a part time or casual role (can be negotiated with candidate).
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 Level 4.
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position of Facilitator a person must have:

- A driver's licence with no more than six (6) demerit points and to have had no licence disqualifications or suspensions. Driver licence check undertaken by VicRoads
- A clear Working with Children Check
- A clear security clearance undertaken by the Provider in the form of a police check - the police check must be within one month from the time of application



- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations
- Remain current in their First Aid and CPR knowledge
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices
- Follow TaskForces' codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

This position description is accepted by:

Facilitator Date