

Position Description – GP Assist Clinician

Position Reports to: Manager Family Services

Hours: Part time (3 days per week)

Position Location: Frankston

Background – SEMPHN

South East Melbourne Primary Health Network (SEMPHN) have funded drug and alcohol treatment initiatives to complement Victorian funded programs. Some of these include:

- Reducing adolescent alcohol use in Bayside, Cardinia and the Mornington Peninsula;
- Improve service access to AOD treatment options in Dandenong and Port Phillip;
- Provide early intervention and diversion services for young people from ongoing substance abuse.

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.

About the position

The GP Assist Clinician is a new position porting to the Family Services Manager, designed to support improved access to existing AOD services. The role will work with complex AOD clients whose needs will be best serviced by the provision of specialist AOD supports to achieve the best outcome for the client through a single and seamless transition, with clearly focused goals and outcomes.

The role will work alongside the GP Liaison Specialist to educate General Practitioners (GP’s) about AOD issues and treatment. It is recognised that GPs can play a vital role in reducing AOD related harms to individuals and their families. The majority of clients experiencing Alcohol and Drug related issues will visit their GP at some stage. Building GP capacity about AOD issues and treatment may be one of the most effective interventions for ensuring seamless referral pathway into appropriate mainstream AOD treatment. This role will work alongside the GP’s and build their AOD capacity and implement the Assist tool to ensure that the client has a seamless referral pathway into appropriate mainstream AOD treatment.

Clients will be referred to the GP Assist Clinician when the General Practitioner determines that the client requires more intensive, specialised support regarding their drug and alcohol issues. The role will work with clients through a screening and assessment process to develop a seamless referral pathway into appropriate mainstream AOD treatment. They will provide short to medium term support with a focus on Motivational Interviewing, minimising harm, fostering rapport and relationships with key professionals, developing referral pathways and supporting the development of Individual Treatment Plan. The goals of the program focus on recovery from problematic substance abuse and promoting health, wellbeing and social connectedness. The role will ensure that clients are at the centre of service delivery, maximising their opportunities for accessing the services they need.

DUTIES & RESPONSIBILITIES:

Provision of treatment services

- Participate in Intake and Assessments as per the mandated forms including but not limited to:
 - Implement the ASSIST tool,
 - Attend the Redi case and ASSIST training.
 - Refer clients to ADLOW Program and or appropriate services.
 - Support GPs to identify vulnerable clients.
 - Market the GP assist with GPs in the Frankston Mornington peninsula, Casey Cardinia and the Bayside and greater Dandenong areas.
- Provide high quality services to clients and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles.
- Build strong relationships with local GP's and develop their capacity in AOD by providing regular updates and education programs.
- Support the GP's to identify vulnerable clients.
- Develop Individual Treatment Plans in consultation with the client and their health professional based on a holistic assessment of client needs and client drivers to ongoing substance abuse.
- Short term case management of complex clients, facilitating, coordinating and supporting clients to transition into specialised longer term Drug and Alcohol support.
- Develop strategies and interventions that connect and engage clients and families with the most appropriate drug and alcohol support.
- Facilitate a range of responses that meet the clients assessed needs, such as accommodation, health, food and safety, education, employment and social activities.
- Maintain SRS and Redi case and spreadsheets for the PHN contracts.
- Coordinate the client's service system which will require discussion, negotiation, clarification of roles underpinned by effective communication and information sharing.
- Coordinate exit planning including referrals that encourage the maintenance of lifestyle change through referrals such as Rec Link and SHARC.
- Facilitate secondary consultations to other relevant service providers.
- Coordinate the delivery of precare supports to complex clients who are on waiting lists.

Networking:

- Develop strong relationships with General Practitioners in the local area.
- Develop and maintain relevant community support networks.

Administration

High standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes:

- Ensure data entry and reporting is accurate, up-to-date with all relevant information included, ensuring attention to significant treatment goals within reporting time frames.
- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.
- Maintain statistics and data as required by the funding body and organisation of each individual client.
- Where required attend weekly and monthly meetings and present a report on workload, issues related to the effectiveness of the service, training etc.

Professional Development:

- As part of the review process, in collaboration with your Manager, identify one's own professional development needs and attend relevant training, as approved by the Manager.
- Participate in regular individual and group clinical supervision, including case reviews and clinical risk meetings.
- Participate in regular Team meetings as scheduled.

QUALIFICATIONS- Essential

- Relevant health and/or welfare tertiary qualification such as Social Work, Psychology, Nursing, Youth Work, Counselling or Allied Health Sciences.

QUALIFICATIONS- Desirable

- Certificate IV in AOD.

SKILLS AND EXPERIENCE (Key selection criteria)

- At least 12 months experience in assessment, case coordination, case management, case formulation, treatment planning and discharge planning.
- Significant experience working with more complex AOD or dual diagnosis clients.
- Demonstrated ability in ensuring care coordination across a range of service networks and pathway linkages which allow for the best possible outcomes for clients.
- Highly developed communication and conflict resolution skills and the capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders.



- Proven administrative and reporting writing skills.

TERMS AND CONDITIONS

- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010, Level 4.
- The position is a part time fixed term contract until June 2023, with the opportunity to extend this subject to the availability of continued funding.
- 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 a person must:

- Be prepared to travel within the catchment to meet the requirements of the job and to work out of various partnership locations.
- Be prepared and able to work outside normal business hours on a negotiated basis.
- Undergo a police check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Remain current in their First Aid and CPR knowledge.
- Hold a Current Driver's License.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow TaskForce code of 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:

Job Holder Date