

17 October 2024

Dear Applicant,

Dual Diagnosis Clinician – Homes First Program

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the Position Description and Reference Check documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding details about the position, please contact Anna Woodland, People & Culture Administration Officer on (02) 6043 7400

Yours sincerely,

Anna Woodland

Anna Woodland
People & Culture Administration Officer
Junction Support Services

Wodonga

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reception@junction.org.au

Position Description

Document Control	
Program:	Therapeutic & Allied Health Services
Position Title:	Dual Diagnosis Clinician – Homes First Program
Version No:	01
Probationary Period:	6 Months from commencement date
Location:	Junction Shepparton Office
Award:	<i>Social, Community, Home Care and Disability Services Award 2010 (Victoria)</i>
Classification:	Social and Community Services Employees, Level 6, Paypoint 1 (dependent upon qualifications and/or experience).
Hours of Work:	45 hours worked Monday to Friday between 8.30 to 6.00 pm
Tenure:	Fixed term – 30 June 2029
Reports To:	Therapeutic & Allied Health Services Clinical Lead
Prepared By:	People & Culture
Date Approved/Updated:	17/10/2024

Junction Support Services (Junction) empowers people to achieve a brighter future by giving them access to essential services such as housing, education, health, trauma recovery and disability support.

Junction is a Child Safe organisation guided by a strategic focus on early intervention and prevention projects designed to deliver better outcomes for communities by identifying and addressing issues before they escalate.

As an award-winning regional not-for-profit community service organisation, Junction strives to achieve our vision of building strong, thriving communities together while staying true to our purpose of empowering people to achieve a brighter future.

From our humble beginnings in 1989, Junction has grown from offering a single homelessness support program to now providing support to 2500 people each year across 12 Local Government Areas (LGAs) spanning Ovens Murray, Goulburn, Gippsland, and regional NSW.

Junction provides holistic and integrated service responses across the lifespan through advocacy, assertive outreach, case management and therapeutic counselling services.

Our core values underpin everything we do:

• **Respect**

Respect is the fundamental value that shapes our culture. Respect forms the foundation of all interactions with employees, clients, stakeholders and partners.

• **Collaboration**

We work collaboratively and foster a culture that welcomes ideas to ensure our communities achieve brighter futures.

• **Innovation**

We embrace innovation, explore possibilities and strive to create the best opportunities for our communities.

• **Integrity**

We foster an environment of trust and authenticity where transparency and accountability are paramount.

• **Inclusion and Diversity**

We respect and celebrate diversity. We value equity and ensure our actions consistently uphold strong ethical standards.

All Junction's support services are trauma-informed, client-centred, and goal-directed.

We put our clients at the heart of everything we do.

The program:

The Homes First program is a comprehensive initiative aimed at supporting individuals experiencing homelessness to achieve sustainable housing and holistic wellbeing. Individuals engaged in the program receive intensive, multi-disciplinary support based on Housing First principles. The program spans over three years, with an additional year of intermittent support post-program completion. The core objectives include establishing stable housing, improving physical and psychological health, and facilitating social integration.

The Homes First Program consists of:

- Homes First Team Manager
- Homes First Case Managers
- Homes First Aboriginal Case Managers
- Dual Diagnosis Clinicians
- Peer Support Workers

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The role:

The Homes First Dual Diagnosis Clinician will have a clear understanding of the Housing First principles and will proactively engage individuals and families engaged in the Homes First program who identify with a range of complex and diverse needs. Dual diagnosis support will be accessible to people experiencing either mental health support needs, alcohol and other drug support needs, or both support needs if they are experiencing them at the same time.

This approach promotes the concept of 'one right door' when receiving clinical support and eliminates the possibility of individuals being referred between mental health and AOD clinicians. The Homes First Dual Diagnosis Clinician will sit within Junction's Therapeutic and Allied Health Services team and receive clinical supervision and support in line with Junction's Supervision Framework.

Position Objectives:

1. Addressing an individual's needs using risk frameworks and understanding the clients' and family preferences.
2. Provide outcome-based holistic short-term and long-term counselling to individuals with a dual diagnosis.
3. Provide comprehensive assessments including mental health screens and develop individual treatment plans from a harm reduction framework.
4. Ensure appropriate liaison with mental health services and key organisations and build on existing professional relationships
5. Facilitate and coordinate referrals to alternative service providers, in accordance with identified client needs.

Organisational Context/Relationship:

The position of Dual Diagnosis Clinician reports directly to the Therapeutic & Allied Health Services – Clinical Lead.

Internal Liaison:

- CEO
- Chief Operating Officer
- Regional Manager – Client Services
- Therapeutic & Allied Health Services Service Manager
- Therapeutic & Allied Health Services Clinical Lead
- Homes First Team
- Other Managers and Staff Members
- Service Users

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External Liaison:

- Local, State & Federal Government Departments
- Community Service Organisations
- Education and Training Providers
- Funding Body Representatives
- Health Providers
- Peak Organisations
- Statutory Authorities
- General Public

KEY RESPONSIBILITIES

Service Delivery:

Ensure effective delivery of all services by focusing on:

- Undertake assessments, counselling and consultancy with individuals and family members in the Homes First Program within a harm minimisation framework.
- Provide secondary consultation and practice support to the team regarding their role in effectively assessing, treating and supporting individuals with dual diagnosis
- Conduct integrated dual diagnosis and person-centred assessments, including risk assessments, for individuals seeking support.
- Utilise endorsed AOD assessment tools, along with other relevant assessment tools and outcome measures as required.
- Participate in case conferencing, secondary consultations and review meetings as needed.
- Provide brief intervention, crisis management and relapse prevention, utilising a harm reduction approach.
- Complete assessments, reports and documentation to a high standard and in a timely manner and maintain accurate and up to date client files.
- Work with individuals holistically and contextually, considering systems, institutions, families, cultures, communities, and ethnicity.
- Maintain close networks and relationships with the AOD and mental health sector to provide participants seamless experiences of accessing other services and supports, where needed.
- Work as part of a multidisciplinary team to contribute to service and team development.
- Undertake and/or contribute to mental health and risk assessment, formulation, psychological treatment, crisis intervention, systems support for the individual and wider system.
- Participate in ongoing service improvement and professional development initiatives and activities
- Promote and model a culture of child safety ensuring that all staff practices are child safe and aligned with Junction's values, policies and practice frameworks.
- Ensure high standards of care and practice are provided within the Homes First Program and promote practice that reflects the agency's values. Ensuring all practice is inclusive of the client and seeks to strengthen the links between the client and their community.

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- Embed strengths-based, person-centred, and family-focused practice to clients and Homes First workers.
- Identifying, analysing, evaluating, treating and monitoring risks associated with all stakeholders and service delivery provided in the Homes First program.
- Engage in community, government, and stakeholder engagement as required.

Performance Development:

- Actively participate in Junctions' Performance Development Framework (PDF) as per Junctions' Performance Development Policy.
- Participate in own training and professional development as identified through the PDF and encourage the training and professional development of others.
- Ensure 100% compliance with all aspects of the PDF, both individually and across all operational teams.
- Actively participate in supervision with Therapeutic & Allied Health Services Clinical Lead.

The Organisation:

- Implement Junctions' aims and objectives through competent work practices.
- Comply with Junctions' policies and procedures; funding guidelines; and legislative requirements.
- Adhere to established protocols that exist between Junction Support Services and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Maintain the organisation's ideological framework of a strength-based work practice.
- Contribute to team building principles.
- Individually contribute to ensure effective communication occurs within the organisation.
- Participate in Junction's after-hours On call service (roster basis), on an as needed basis (as determined by the Chief Operations Officer).

Administration:

- Maintain administrative requirements of the program including confidential client records/files, case notes, case plans, reports, government mandated data collection and other data collection processes.
- Provide written reports – for example support plan reviews, court reports, support letters.

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Other:

- Undertake other tasks/duties as required by the organisation.

Selection Criteria:

1. A relevant tertiary qualification such as Social Work, Psychology, Social Science, or Counselling and relevant experience to this role.
2. An understanding of dual diagnosis, with an ability to apply this knowledge effectively when providing therapeutic support.
3. Highly developed communication skills and demonstrated ability to provide direct service in the clinical assessment and treatment of young people and adults.
4. Demonstrated knowledge of trauma, attachment and neurobiology frameworks and theories.
5. A demonstrated ability to be receptive and flexible to new ideas and the capacity to adapt to changing work demands and circumstances.

Employment Benefits:

- 5 weeks annual leave pro rata
- 17.5% leave loading on 4 of the 5 weeks annual leave pro rata
- Generous salary sacrificing available with a wide range of options
- Annual wage increases (in accordance with Fair Work adjustment or CPI)
- 50 hours or \$500 pro rata (whichever occurs first) to contribute to relevant non mandatory and professional development training costs
- The support of regular internal supervision
- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- The potential to take leave without pay and an unpaid career break
- Ability to take all personal leave days as careers leave
- 4 weeks paid maternity leave or 1 weeks paid paternity leave
- Reimbursement for HEP A/B and flu vaccinations
- A supportive environment that includes comprehensive induction and assistance with professional development
- Access to agency vehicles for all work related travel

Conditions of Employment:

This position part-time 45 hours per fortnight in Shepparton and is operational between Mondays to Fridays, between 8.30am to 6.00pm. The position may require some work to be undertaken outside of normal working hours, which will be accrued as Time in Lieu. There is no paid overtime.

The position is classified under the Social, Community, Home Care and Disability Services Award 2010, as Social and Community Services Employee, Level 6, Paypoint 1. This will be dependent upon qualifications and proven relevant experience, and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement (2017).

A maximum of fourteen (14) hours' time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without Manager's approval. This is pro-rata.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

The successful applicant will be required to undergo satisfactory pre-employment checks per JSS policy, which includes: at least two (2) professional referees; a criminal records check; Victorian Working with Children Check; registration with the Department Families, Fairness and Housing; and proof of qualifications.

The successful applicant will initially be engaged in a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

Organisational vehicles are available for authorised use and are always to be used for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that a current Drivers Licence be held whilst employed by the agency.

In the event of an internal application, accrued leave entitlements will be carried over.

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Application Procedure:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by 10 am, Wednesday 6 November 2024 and emailed to:

recruitment@junction.org.au

Alternatively, sent to:

Anna Woodland

People & Culture Administration Officer

Junction Support Services

PO Box 1490

Wodonga VIC 3689

For further information regarding details about the position, please contact Megan Pearce (Therapeutic & Allied Health Services – Service Manager) on 02 6043 7400.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

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***Declaration of Current and Ongoing Capacity
(To be completed by successful applicant only)***

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.

Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. It is a mandatory requirement that you obtain a referee from a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

Referees

1. Name: Phone Number:
Organisation:
Relationship to applicant:
(eg, supervisor, manager, lecturer)
2. Name: Phone Number:
Organisation:
Relationship to applicant:
3. Name: Phone Number:
Organisation:
Relationship to applicant:

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services' Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant's Signature: Date: