

Position Description

Position Title:	Alcohol and Other Drug Clinician Trainee
Reports to:	Program Manager, Goulburn Valley Alcohol and Drug Service (GVADS)
Department:	Goulburn Valley Alcohol and Drug Service
Directorate:	Community Care and Mental Health
Cost centre:	M0755
Code & classification:	Welfare Worker Unqualified, Year 1 – 7 (XK8 – XK14)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and GV Health Policies and Procedures (and as varied from time to time).

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Alcohol and Other Drug Clinician Trainee – Reports directly to the Program Manager within the Goulburn Valley Alcohol and Drug Services (GVADS) Department.

The Trainee position is seen as a learning role in all aspects of Alcohol and Other Drug (AOD) work within the GVADS department, with a key role focus on counselling and care and recovery coordination. The theory elements are provided by external registered training organisations such as Odyssey Institute and Victoria University.

At the completion of the Traineeship, the applicant will be expected to have achieved a Certificate IV in Alcohol and Other Drugs (CHC43215).

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- The Alcohol and Drug Clinician Traineeship is primarily responsible for developing the skills and knowledge to assist in the delivery of high-quality care to individuals who are seeking assistance with an alcohol and other drug issue. As a trainee, you will be expected to develop the skills and knowledge required to assist you in reaching this level of capability, along with completion of your current studies relevant to this sector
- You will work with an AOD mentor to offer counselling and care and recovery support to individuals and families with AOD issues
- Learn to undertake and provide comprehensive assessment and treatment planning
- Seek instruction and guidance from the multi-disciplinary AOD team including the community, health and administrative staff

- Develop time management skills and be able to effectively communicate with all levels of staff and the public
- Record client data on the electronic client information system
- Make satisfactory progress throughout the Certificate IV course and comply with the assessment criteria
- Follow the requirements in reporting of hours worked, leave applications, etc.
- Carry out duties as per the relevant duty routines

KEY SELECTION CRITERIA

Essential:

- Must meet the minimum age of 18 years
- Before acceptance, applicants must be able to meet the Language, Literacy and Numeracy (LLN) Assessment requirements to enrol in the Certificate IV level course
- Understanding of client/patient confidentiality
- Demonstrated computer skills
- Ability to effectively communicate with all levels of staff and members of the public
- Demonstrated time management skills to gain completion of Certificate IV in Alcohol and Other Drugs
- Willing to participate in external visits to our AOD and health service partner facilities

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintenance of collaborative relationships with all other teams and professionals;
- Promoting and enabling efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Perform duties within the scope of practice of the role
- Under the direction of your AOD mentor, provide assessment, counselling, care and recovery coordination to clients of GVADS
- Meet all outcomes of Certificate IV training as and when due
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.



Community Care and Mental Health

**Program Manager, Goulburn Valley Alcohol and
Drug Service (GVADS)**

Reviewed by:

Cheryl Sobczyk

Issue Date:

March 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)