

Public Intoxication Response – Team Leader

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	Aboriginal Community Controlled Health Services Award 2020 (ACCHO)
Hours per week	Full time	Pay Classification	6.1
Reports to	Program Manager – Public Intoxication Response	Secondary Report	Director of Health and Wellbeing
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
 VACCHO member organisations	Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation). BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country. BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people. 

LOCAL WORK ENVIRONMENT
Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE
The Public Intoxication Response – Team Leader will lead and support the Public Intoxication Response (PIR) team in delivering a culturally safe, holistic health-focused, outreach service that responds to individuals affected by alcohol and other drugs in the Greater Bendigo and Castlemaine regions. The Team Leader will ensure the effective coordination of care, uphold harm minimisation principles, and foster a collaborative team culture that prioritises the safety, dignity, and wellbeing of Community members.

The Team Leader will also work closely with the Program Manager to develop, implement, and maintain program structures and care pathways that ensure consistent, high-quality service delivery. Through strong leadership, strategic partnerships, and continuous improvement, the Team Leader will contribute to a compassionate and responsive PIR service that prioritises safety, dignity, and wellbeing for all Community members.

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community".

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

- **Team Leadership and Support** Guide and support the PIR team to deliver a culturally safe, health-focused response to individuals experiencing public intoxication, ensuring compassionate and effective service delivery.
- **Program Development and Evaluation** Collaborate with the Program Manager to develop, implement, and maintain program structures, care pathways, and operational procedures. Contribute to ongoing evaluation and refinement of the PIR model to meet evolving Community needs.
- **Recruitment and Staff Management** Assist in recruiting, onboarding, and leading PIR staff, fostering a motivated, well-trained, and culturally competent team.
- **Staff Rostering and On-Call Scheduling** Coordinate staff rosters, including on-call schedules, to ensure consistent coverage and timely outreach responses.
- **On-Call Outreach and Immediate Response** Participate in the PIR on-call roster, conducting AOD-focused assessments, delivering brief interventions, and initiating appropriate referrals in line with harm minimisation principles.
- **Assertive Outreach and Engagement** Lead assertive outreach efforts across Greater Bendigo and Castlemaine, building trust with individuals affected by intoxication and connecting them to safe environments and support services.
- **AOD Support and Intervention** Apply specialist knowledge of alcohol and other drugs to deliver culturally safe, evidence-based interventions, including short-term care planning and harm reduction strategies.

	• Client Wellbeing and Care Coordination Provide oversight and guidance in complex cases, ensuring clients receive appropriate support and advocacy across health and community services. • Internal and External Collaboration Liaise with other BDAC programs and external stakeholders to strengthen referral pathways and promote integrated, community-centred care. • Reporting and Quality Assurance Collect and analyse service data, prepare reports, and ensure compliance with all guidelines, standards, and reporting requirements. • Team Knowledge Sharing and Capacity Building Foster a culture of learning by sharing AOD expertise, supporting reflective practice, and promoting best-practice approaches within the team. • Upholding BDAC's Vision and Values Demonstrate leadership, openness, respect, and excellence in all aspects of the role, contributing to BDAC's vision of empowered generations belonging to strong families, culture, and community.
Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: Tier 3 Intermediate Risk Assessment training and responsibilities
General Responsibilities	• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required. • Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.

COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse.
- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

KEY SELECTION CRITERIA

- Knowledge and understanding of Aboriginal Culture and the ACCHO environment

- Demonstrated experience in the Alcohol and Other Drugs (AOD) sector, including delivering harm minimisation strategies, brief interventions, and care planning for individuals affected by intoxication.
- Proven leadership skills in managing multidisciplinary teams, with the ability to support staff development, coordinate rosters, and maintain high standards of culturally safe service delivery.
- Strong understanding of trauma-informed care, cultural safety, and the social determinants of health, particularly in relation to Aboriginal and Torres Strait Islander communities.
- Excellent communication and stakeholder engagement skills, with the ability to build collaborative relationships across health, emergency, and community services to support client outcomes.
- Ability to contribute to program development, evaluation, and reporting, including using data to inform service improvements and uphold compliance with organisational guidelines and standards.

Education, Training and/or Competencies.

Mandatory

- Minimum Certificate IV in Alcohol and Other Drugs or Mental Health
- Current Victorian Driver's Licence

Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander Community members or in an Aboriginal organisation
- Additional qualifications in Aboriginal Health, Social Work, Counselling, or Community Development will be highly regarded.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated against diphtheria, tetanus, and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the **Position Title**.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....

Please register with Quality, Risk, & Compliance for version control prior to finalising/ distribution.