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| **POSITION:** | Senior Youth Alcohol and Other Drugs Recovery Lead, Circuit Breaker Refuge |
| **CLASSIFICATION:** | SCHADS 6 |
| **REPORTS TO:** | Operations Manager – Circuit Breaker Refuge |
| **DATE UPDATED:** | August 2025 |

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| **ORGANISATIONAL ENVIRONMENT** |
| MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers, providing a broad range of support in Homelessness, Family Services, Disability, Early Childhood Intervention Services, Palliative Care, Education and Mental Health service areas. With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way. |
| **DIVERSITY, EQUITY OF ACCESS, AND INCLUSION** |
| MCM is committed to inclusion, equity of access and diversity. We know that diversity helps us to innovate and make the biggest impact possible. Our DEI Strategy On for Inclusion supports and drives an inclusive workplace culture. We recognise that many people continue to face systemic barriers within an employment context, particularly those from First Nations, culturally and linguistically diverse, disability and LGBTIQA+ communities. We are committed to inclusivity and want to continue to learn from and grow our diverse workplace culture. This includes supporting your individual employment needs wherever reasonably possible. |
| **POSITION CONTEXT** |
| The Homelessness, Justice & Family Services division supports people experiencing, or at risk of homelessness, people involved in the justice system and families at risk of poorer outcomes and progression to greater forms of disadvantage. The division provides a range of services aimed to prevent or reduce the impacts of homelessness, incarceration, and family cycles of disadvantage through provision of evidence based, high quality, effective interventions.The Homelessness, Justice & Family Services division consists of five conceptual domains:• Accommodation• Youth and Family Homelessness • Frontyard Youth Services• Justice; and,• Family Services. Frontyard Youth Services is a specialist youth service providing a range of multidisciplinary programs to meet the holistic needs of young people aged between 12 and 25 years who are at risk or experiencing homelessness. Frontyard aims to support young people to meet their physical, emotional and social needs and to develop pathways out of homelessness. Many of the services at Frontyard work with young people across greater Melbourne and throughout Victoria. Frontyards co-located innovative 17 bed youth refuge, Circuit Breaker based in Melbourne CBD operates 24/7 and provides high level wraparound supports, including enhanced mental health, drug and alcohol, and therapeutic supports, to respond and creatively engage those young people experiencing complex barriers to sustainable housing options and access to the broader youth housing and homelessness service system.  |
| **POSITION PURPOSE** |
| The Senior Alcohol and Other Drugs (AOD) Recovery Lead is a vital part of a multidisciplinary collaborative team case management and coordination approach to young people residing in Circuit Breaker Youth Refuge. Not only will you support young people directly and through creative group-work offerings, you will also play an active role in supporting the ongoing capacity of the team to respond to young people’s AOD and wellbeing needs.The Senior Youth AOD Recovery Lead plays a vital role in the provision of staff consultation and capacity building support to the team alongside Team leaders including operational support and improvements to support the ongoing quality of the program.You will be joining a dedicated team to develop young person-centred plans and deliver direct, and practical healing orientated support. You will encourage young people as they take steps towards their recovery and assist them in building long term support networks and links with referral options to ensure they are fully supported to continue their recovery after they leave the refuge and access alternative housing in the community.The role sits within the Circuit Breaker Leadership Team consisting of 2 Team leaders, a Senior worker and a Senior Practice Development lead. It plays a pivotal role in leading AOD practice and supporting young people and staff within a collaborative case management framework, providing one on one support to young people, supervision and support to a 24/7 rostered team including training, secondary consultation, and coaching.This position operates at the People Leadership level in the MCM Leadership Capability Framework. |
| **POSITION DUTIES AND RESPONSIBILITIES** |
| Duties of this role may include but are not limited to the following:**40%: Team Leadership Functions**• Provide effective leadership and coordination to ensure the delivery of high quality, integrated services at Frontyard in line with the One Practice Model. • Fostering a cohesive and collaborative team culture, ensuring consistent trauma informed, youth focused and AOD harm reduction practice across service streams, and leading the team to deliver holistic client centred support to YP• Shared responsibility of leadership tasks such as risk and incident management, compliance reporting and other continuous improvement activities, recruitment and rostering of a Multidisciplinary Team• Direct supervision of two Case Manager Leads **60% AOD Specialist Recovery Functions**• Support the Circuit Breaker team to build AOD capacity through the development and delivery of tailored training, coaching, secondary consultation and supervision.• Deliver high quality AOD services as part of a multi-disciplinary case management team model of care.• Lead in partnership with the Operations Manager, the creation of partnerships with Alcohol and Other Drug service system agencies.• Understand the intersections of the AOD and the Mental Health Care Systems and support YP to navigate these systems and establish positive and clear pathways to these systems.• Ensure coherent and coordinated Youth focussed AOD response with a network of specialist partner organisations.• Plan, design, and deliver group programs that aid young people to build their skills and focus on recovery.• Provide Youth AOD advice, information and referral and provide tailored support options• Work as part of a multidisciplinary team offering specialised psychosocial support. Planning and provision of AOD & Wellbeing care, including completion of AOD assessments, crisis intervention, psychoeducation and short-term treatment interventions to young people experiencing substance use and/or mental health and/or other social difficulties, including current evidence-based approaches.• Support young people to stabilise their AOD and navigate the broader AOD and mental health service system and return to their community, live independently and enjoy a meaningful life through a staged approach to recovery.• Provide on-call response as per on-call roster.• Collaborate with a range of services and the community to ensure a co-ordinated, integrated response to client’s recovery goals, including Frontyard Youth Services Teams.• Participate in external supervision 1 x monthly from specialist AOD provider as well as internal supervision offerings through the Operations Manager.**Generic and Compliance Responsibilities*** Work as a constructive team member, including building and maintaining positive interpersonal relationships.
* Apply the Organisational Commitments and Requirements (detailed below), including Child Safety and Safety of Vulnerable People, Workplace Health and Safety, Operational Accountability, Diversity, Equity of Access and Inclusion, and Position Description Maintenance.
* If approved to work from home, comply with all the requirements in the MCM Working from Home Workstation Self-assessment Checklist.
* Demonstrate MCM’s Values (detailed below).
* Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, relevant service standards, and MCM’s Code of Conduct, and MCM’s Values.
* Comply with MCM’s Employment Safety Screening Procedure.
* Perform other duties and responsibilities within the scope of the employee’s skills, competence and training as directed by a person in any more senior role within MCM.
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| **KEY SELECTION CRITERIA** |
| **Essential Criteria*** Qualified: Relevant qualifications in AOD and Social Work/Youth Work or similar is essential.
* Practitioner Experience: You bring extensive clinical or community based AOD practice experience in a complex trauma informed environment, with experience managing complex cases, specifically with young people in crisis. You understand through practice, the impact trauma has on individuals and on systems, as well as demonstrating knowledge and understanding of development, attachment, and trauma theories as they relate to homelessness. This is a leadership role - Minimum 4 years experience in the sector is required

**Essential Safety Screening Requirements:*** Proof of Identity Check
* National Police check
* International Police check
* Current Victorian Working with Children Check (Employee)
* NDIS Worker Screening Check and Clearance Certificate
* Other Professional Registration (eg SPA, OT, etc.)
* Current Victorian Drivers Licence
* Right to work in Australia

**Desirable:** • Tertiary qualification(s) in other human services, and or mental health youth related discipline is highly desirable.* Substance Use: Extensive experience in working with people with substance use issues, mental health issues, complex needs and interacting with families and carers. Demonstrated skills in best practice AOD assessment, and a sound knowledge of the common AOD health issues faced by young people, including impacts of trauma.

• Coaching & Developing Others: You bring practice experience in supervising, coaching, developing others to support individual and team capacity.• Group-Work: Experience in facilitating group activities for young people experiencing substance use issues and poor mental health is desirable. • Service Navigator: Understanding of the AOD sector and the intersectionality of the mental health system. An ability to build strong relationships with service providers, clinical teams and key stakeholders. Extensive service system knowledge, relevant legislation, government policy and strategic directions in relation to alcohol and other substances and mental health issues particularly as it relates to young people.• Learning agility: you’re always expanding knowledge and practice in your discipline and can provide examples of how you’ve driven your development in this area. Specifically in the area of trauma informed practice, vicarious trauma, youth, and specialist homelessness services.• Proficient IT skills in Microsoft Office and client management systems, and experience in report writing. |
| **POSITION AUTHORITIES** |
| **Number of Reports**

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| Direct Reports | Indirect Reports |
| Number: | 1 – 5  | FTE: | 2  | Number: | 20-25 | FTE: |  |
| List Teams / Positions | **Circuit Breaker Youth Refuge**2 Case Manager Lead Positions  | List Teams / Positions | **Circuit Breaker Youth Refuge**17 Youth Refuge Workers6 Casual staff |

**Expenditure**Works within confines of Circuit Breaker Budget as directed by Ops Manager**Other Authorities**Authorises timesheets, approve expenses, undertakes ongoing quality and continuous improvement activities in line with TL delegation authoritiesRepresents MCM at networks and partnership meetings according to TL & AOD specific responsibilitiesRepresents and support the Operations Manager in developing new and strengthening current partnerships and relationships with AOD and Mental Health sectors to create pathways for YP**Supervision or Direction Required**Receives formal supervision every 4 weeks from Operations Manager, as well as daily support and guidance as requiredReceives external AOD specific supervision by AOD provider 1 x monthly/6 weekly, Works autonomously and as part of broader Circuit Breaker and Frontyard Leadership TeamWorks autonomously and as directed by Op Manager and all MCM organisational and Frontyard policies and procedures.**Planning**Exercises autonomy in managing time, workload and priorities and independently sets goals in consultation with and approved by the ops managerIs predominately based onsite the Youth Refuge and Frontyard Youth Services, with responsibility for managing own time in collaboration with ops manager and CB leadership team to attend offsite meetings and activities as required **Freedom to Act**Works collaboratively and cooperatively with the Circuit Breaker team and broader Frontyard leadership team. Applies knowledge, experience, training in line with policy, procedures, budgets subject to line management approval**Assistance to Higher Level**Can provide routine information.Advises specific people about routine matters.Contributes to reviews of routine processes and procedures.Provides technical or specialist or multi-disciplinary advice.Provides consultation based on professional knowledge.Provides authoritative consultation on policy formulation particularly regarding AOD sector |
| **KEY RELATIONSHIPS** |
| This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples include: |
| **Internal Relationships** | * Circuit Breaker team
* Frontyard Intensive Youth Support Programs, including Check-In Program.
* All employees, volunteers, and contractors within MCM
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| **External Relationships** | * AOD Services
* Mental health services
* Other youth dedicated programs
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| **OUR VALUES** |
| Employees are expected to commit to and demonstrate MCM’s values:  |
| Together | We are inclusive and accepting of differenceWe work in highly effective teams and our people are connected across our organisationWe engage proactively with others to deliver outcomes |
| Courageous | We speak up constructively in line with our convictionsWe pursue our goals with determinationWe are passionate about our advocacy role |
| Curious | We are inquisitive and ask whyWe challenge the status quoWe actively explore the alternatives |
| Open | We are transparent and have genuine, honest interactionsWe listen and hear people’s voicesWe value and respect the autonomy of clientsWe trust one another |
| Accountable | We act safely in all our interactionsWe manage within our financial and resource boundariesWe own our outcomes and decisionsWe are proud of the work that we do |
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| **ORGANISATIONAL REQUIREMENTS AND COMMITMENTS** |
| **Child Safety & Safety of Vulnerable People**MCM is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. MCM is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:* Comply with the Child Safe Standards at all times.
* Maintain a safe environment in which children and vulnerable people are safe at all times.
* Actively prevent, and immediately report to MCM, any violence, abuse or neglect of any child or vulnerable person.

**Workplace Health & Safety**MCM’s has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, MCM adheres to Occupational Health & Safety regulations. All employees must:* Comply with all MCM policies related to Occupational Health and Safety in the workplace.
* Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee’s acts or omissions in the workplace.
* Immediately report to MCM any hazards or incidents.

**Code of Conduct and Operational Accountability**MCM is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:* Operate within the requirements of MCM’s accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.

**Position Description Maintenance**Position Descriptions change over time, due to a wide range of organisational, technological, financial, geographical, service, systemic, legal, and individual factors. All employees must:* Maintain position description currency by communicating, discussing and documenting necessary changes, and considering consistencies and relativities with other like-positions.
* Ensure compliance with position description, management of change, and consultation requirements in the relevant Awards and Enterprise Agreements.
* Use correct processes to apply for changes related to individual circumstances, for example, reasonable adjustments for disability, flexible working arrangements for care responsibilities, rehabilitation to work following injury, ill health or medical procedure, or transition to retirement.
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