



POSITION DESCRIPTION

Position Title	Senior Project Officer – Mental Health, AOD & Recovery
Location	Melbourne West (3 days) and Southeast (2 days); travel between sites
Reports To	Team Leader; works closely with CEO and Executive Management
Direct Reports	Designated staff, students and volunteers as delegated
Employment Type	Full-time, 5 days per week; two-year fixed term
Remuneration	Subject to classification review under applicable industrial instrument

About NAS Recovery Centre

NAS Recovery Centre provides culturally responsive Alcohol and Other Drugs (AOD), mental health, family support, NDIS and community wellbeing services. Our Path2Home program delivers prevention, early intervention and outpatient support, recognising culture, lived experience and community strengths as central to recovery. NAS works with African Australian and other culturally diverse communities across Melbourne's West and Southeast.

Position purpose

The Senior Project Officer combines direct client practice, allied health and NDIS knowledge, project coordination, workforce mentoring and stakeholder engagement. Working with the Team Leader and CEO, the position strengthens service quality, referral pathways, client engagement, funded project delivery and organisational capability across both regions.

Key responsibilities

Clinical practice and recovery support

- Conduct psychosocial and mental health assessments, case formulation, recovery planning and evidence-based interventions within professional scope.
- Support young people, adults, families, groups and NDIS participants experiencing mental health, AOD, trauma-related and co-occurring needs.
- Identify, document, escalate and respond to clinical and safeguarding risks, including family violence, suicide and self-harm, in accordance with policy.
- Coordinate care, service navigation, warm referrals and multidisciplinary collaboration.
- Maintain accurate, timely and confidential clinical records and outcome measures.

NDIS and psychosocial disability

- Provide recovery-oriented, goal-directed support consistent with participant choice and control.
- Apply knowledge of NDIS service delivery, participant engagement, documentation and relevant practice requirements.

- Work with recovery coaches, support coordinators, allied health practitioners and mainstream services to improve access and coordination.

Referrals, engagement and service development

- Build relationships with GPs, mental health and AOD services, community health, NDIS providers and community organisations.
- Improve appropriate referrals, culturally responsive outreach, client access and sustained engagement across both regions.
- Review referral and intake pathways, identify service gaps and use engagement data to inform improvements.

Project coordination and reporting

- Coordinate project plans, milestones, funded deliverables, evaluation and quality improvement activities.
- Monitor compliance, outcomes and performance measures, and prepare reports for the Team Leader, CEO and stakeholders.
- Contribute to funding submissions, service development proposals and grant acquittals as required.

Leadership and organisational collaboration

- Provide senior practice guidance and mentoring to colleagues, students and volunteers within professional competence and delegated authority.
- Support the Team Leader with reflective practice, consistent assessment and staff capability development.
- Work independently with sound judgement, escalating clinical and operational matters appropriately.
- Collaborate with the Team Leader and CEO on strategic priorities and represent NAS professionally with stakeholders.

Key selection criteria

- Demonstrated experience in mental health, AOD, counselling or psychosocial recovery, including assessment, formulation, interventions and clinical risk management.
- Sound NDIS and psychosocial disability knowledge, including participant support and service navigation.
- Culturally responsive, trauma-informed practice with African Australian and other culturally and linguistically diverse communities.
- Experience coordinating projects, meeting funded deliverables and preparing clear performance reports.
- Ability to strengthen referral partnerships, improve client engagement and work across community service systems.
- Capacity to mentor colleagues, exercise independent professional judgement and work effectively with the Team Leader and CEO.
- Strong communication, documentation, organisational and stakeholder engagement skills.

Qualifications and experience

Essential: Relevant tertiary qualification in Psychology, Occupational Therapy, Mental Health Nursing, Social Work, Counselling or a closely related discipline; appropriate professional registration or recognised membership where applicable; at least three years of relevant experience; demonstrated understanding of trauma-informed care and harm minimisation.

Highly desirable: Five or more years of relevant experience; senior practice or project coordination experience; NDIS psychosocial support expertise; service development, supervision or mentoring experience; and experience working with African Australian communities.

Mandatory requirements

- Valid Victorian Driver Licence and ability to travel across both regions.
- Current Working with Children Check and satisfactory National Police Check.
- NDIS Worker Screening clearance where required, or willingness to obtain it.
- Relevant professional registration or membership where applicable, and right to work in Australia.

Performance expectations

- Safe, timely and culturally responsive assessment, interventions and client documentation.
- Improved appropriate referrals, engagement, recovery outcomes and effective regional partnerships.
- Achievement of funded milestones, reporting deadlines and agreed quality measures.
- Contribution to staff mentoring, practice improvement and effective collaboration with leadership.

Working arrangements and contract

Full-time, five days per week: three days in Melbourne's West and two days in Melbourne's Southeast, with reasonable flexibility for outreach, meetings and operational requirements. This is a two-year Victorian State Government-funded position. Continuation beyond the contract period depends on funding availability. Classification and remuneration are subject to confirmation.

Acknowledgement and acceptance

I acknowledge that I have read and understood the responsibilities and expectations of this position and agree to perform duties in accordance with NAS policies and professional standards.

Employee Name: _____ Signature: _____ Date: _____