



Sunraysia Community Health Services

POSITION DESCRIPTION

Title of Position: Aboriginal Diversion and Drug Treatment Worker.	Department: Drug Treatment Services
Classification Code:	Region: Loddon Mallee
Salary and Award: SACS Award	Position Created: March 2010

POSITION DETAILS

1. Primary Objectives:

The successful applicant will operate within this dual role, providing both counselling and Alcohol & Other Drug Services (AODTS) to a diverse client base. Main duties of this position include:

- Network with the Mildura Koori and Magistrates Court in order to promote alternative and early intervention treatment to persons whose drug taking behaviour is leading them down the path of criminality
- Provide treatment options through timely and appropriate referrals to other specialised clinicians within Drug Treatment Services and the wider community.
- Provide appropriate and timely counselling, support and education to clients, families and relevant others that present with a substance use issue
- Provide holistic care to clients with co-morbidity issues, eg Drug & Alcohol and/or Acquired Brain Injury, Mental Health.
- Participation in the implementation of an effective integrated AODTS strategy in cooperation with other government and non government agencies, involved in either direct or indirect service provision.
- Contribution to relevant campaigns and projects at both a regional and state wide level, contribute to policy initiatives that aim to address or raise awareness of issues facing clients.

2. Key Working Relationships:

- Responsible and accountable to the Manager, Primary Health Care Services through the Team Co-ordinator, Drug Treatment Services.
- Works in collaboration with the and provides support to other SCHS Drug Treatment Services
- Has significant contact with community members, police, justice system, mental health and other local service providers and indigenous networks.
- develop and maintain effective working relationships with clients, community groups and the general public across Sunraysia and the Northern Mallee Track.

3. Conditions of Employment:

- The details of the position may adapted to changing organisational requirements as determined by service wide planning processes and or directives stipulated by funding source.
- Must pass a pre-employment and maintain a suitable police check. Employment may be terminated as a result of details disclosed in a police check report.
- All appointments likely to be engaged in child-related work, are subject to a satisfactory Working with Children Check, the cost of which will be met by the incumbent. Employment may be terminated as a result of details disclosed in a Working with Children Check report.
- All positions are subject to a probationary period of **three** months. Ongoing employment will be subject to successful performance during this time.
- Maintain professional registration, licenses, provider numbers and insurance certificate of currency if relevant. Incumbent must provide SCHS with evidence of currency on an annual basis and as required.
- Adhere to Sunraysia Community Health Services Policies & Procedures and utilise resources provided (e.g. SCHS motor vehicles.)
- Ensure client and staff confidentiality is maintained at all times.
- Possess a valid drivers license as you may be required to travel between and/or work from any SCHS site.
- Some out of hours work may be required from time to time but will be managed in a manner that ensures work/life balance.
- Maintain a smoke free working environment.

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4. SPECIFIC ACCOUNTABILITIES:

4.1 *Provide an efficient and effective support service to clients, their families and relevant others by:*

- Ensuring that individuals with drug dependencies, which have (1st time offenders) or may lead them into offending behaviour, are provided with the opportunity to undertake a treatment program provided by a drug treatment agency.
- Engage the client in order to assess the drug treatment needs and develop an Individual Treatment Plan (ITP) with the client.
- Establish and maintain cohesive and effective working relationships with the appropriate agencies, including with local law enforcement agencies and juvenile justice.
- Work closely with the Koori Court Program.
- Work closely with Indigenous Service Providers, as required.
- Liaise and develop strong working relationships with other service providers and agencies.
- Provide adequate and accurate reports where required to a number of agencies including the State, Commonwealth, COATS, Courts and Police.
- Ensuring documentation in client files is prompt, relevant and accurate and reflects a respectful approach to work practice.
- Undertaking of intake duties across the alcohol and other drug programs.
- Delivering well developed interpersonal and communication skills.
- Applying sound knowledge in therapeutic counselling, models and theories, and the ability to apply these in therapeutic interventions.
- Providing quality in case-planning, case-management and program development.
- Providing assessment and referrals to acceptable alternative sources of counselling/support where appropriate.
- Ensuring documentation in client files is prompt, relevant and accurate and reflects a respectful approach to work practice.
- Developing, facilitating and evaluating community education programs, therapeutic group programs and activities.
- Undertaking of intake duties across the alcohol and other drug programs.
- Engaging clients who have challenging and difficult behaviours.
- Providing clients with specialist alcohol and other drug treatment as per program requirements.
- Implementing Harm Minimisation Strategies as per the Victorian National Drug Strategy.
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4.2 *Ensure the provision of a high standard of service by:*

- Contributing towards policy and planning of the Community Support Services unit by identifying issues relating to local and regional levels and with external agencies.
- Providing a consultancy and in-service training schedule to other staff and agencies as appropriate about programs within the Community Support Services scope.
- Disseminating acquired knowledge by publication and/or presentation wherever possible within the scope of the position.
- Developing, implementing and reviewing of agreed standards and models of service delivery practice.
- Ensuring statistical data and reports are prepared in a timely and correct manner as designated by SCHS and in accordance with service agreements requirements.
- Actively participating in team meetings, client review meetings, service planning and evaluation and other groups to assist with the effective and efficient provision of services.
- Developing and maintaining equipment and resources needed for effective service delivery within available financial resources.
- Providing student supervision as requested.
- Ensuring the delivery of program requirements in accordance with organisational and funding service agreements.

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4.3 *Maintain general health service requirements by:*

- Working cooperatively, constantly respecting and supporting fellow staff and developing positive channels of communication and sharing duties as required.
- Participating in team initiatives, including regular staff meetings, in order to assist in the facilitation of effective communication.
- Contributing to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
- Participating in staff appraisal/professional development review process at least annually.
- Participating in the Quality and Safety Management System by assisting with monitoring and evaluating of activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services.
- Maintaining a high level of personal hygiene and practices demonstrating an awareness of infection control standards special precautions as applicable to the role.
- Assisting in promoting the organisation as a health service, integrating health promotion into all activities of the service, and creating alliances with other settings, consumers and the community with the aim of achieving healthy gains for the community.
- Adhering to Sunraysia Community Health Services' "Code of Conduct" for Employees.

4.4 *Contribute to a safe and healthy work environment by:*

- Complying with OH&S, WorkCover and EEO requirements by supporting the overall Quality and Safety Management System to provide a safe and healthy work environment, free from sexual harassment and discrimination.
- Ensuring reasonable care is taken to perform work by implementing safe work practices and procedures so as to prevent/minimise injuries and illness to self and others, and by utilising appropriate personal protective equipment.
- Actively supporting and encouraging a safe work environment by identifying and reporting any health and safety hazards, accidents, incidents, property damage and mishaps in the workplace.
- Co-operating in reasonable workplace changes designated to assist in the rehabilitation of self or fellow workers.
- Attending annual mandatory Risk Management Services training – Fire, Emergency and Manual Handling.

KEY SELECTION CRITERIA

ESSENTIAL MINIMAL REQUIREMENTS

Educational/General Qualifications

- Certificate/Degree of ASS/DIP Welfare Studies or equivalent.
- Willingness to obtain and seek further educational qualification.
- A current Victorian drivers licence and police check.

Experience

- Experience and proven ability that demonstrates participation with Indigenous community and in Indigenous cultural activities.
- Experience in delivery of Therapeutic Counselling and Drug and Alcohol programs.
- Experience in delivering educational and promotional presentations.

Knowledge

- An understanding of the issue of confidentiality
- A demonstrated knowledge in therapeutic counselling theories, and of drug treatment and principles of Harm Minimisation models.
- A demonstrated knowledge of community health practice, especially in relation to the interpersonal and intrapersonal issues.
- Understanding in Quality Improvement principles and practices.
- Knowledge on adolescent and adult learning theories.
- A sound knowledge of the Victorian Community Base Drug Treatment System.
- Sound computer skills.
- A knowledge, understanding and empathy of the needs of Indigenous people and the principles of self determination and community control.

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Personal Abilities/Aptitudes/Skills

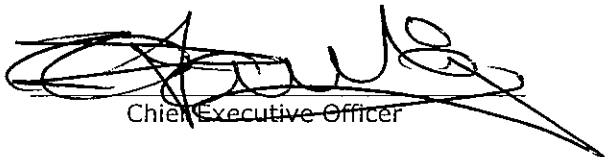
- Ability to work as part of team.
- Ability to establish and maintain relationships with Indigenous organisations and across Governments, Police, Courts, Corrections and the Health Service sector.
- Commitment to ongoing skill development and training.
- Must be flexible and diverse in service delivery.
- Ability to participate in community needs research.
- Effective organisational and time management skills.
- Effective public speaking skills.

DESIRABLE CHARACTERISTICS

- Program development, implementation and evaluations.
- Minimum two years clinical practice experience in therapeutic counselling interventions.
- Eligible for accreditation with DHS, Drug Policy and Services Branch as a clinical drugs assessor.
- Working with individual and groups from diverse cultural backgrounds, demonstrating empathy towards marginalised groups and a commitment to social justice and the self determination process.
- Knowledge of State and National Drug Strategy.
- Knowledge of local community welfare agencies and support services.
- Possess negotiation and assertive skills.
- Effective organisational and time management skills.
- Ability to participate in community needs research.
- Must be flexible and diverse in service delivery.

POSITION DESCRIPTION APPROVAL

The details contained in this Position Description are an accurate statement of the responsibilities, competencies and other requirements of the above named position.


Chief Executive Officer

05 / 03 / 2010
Date

As the incumbent, I have read and understand the statement of the responsibilities, competencies and other requirements as detailed in this document.

Incumbent

_____/_____/_____
Date

Formulated:
Last reviewed/amended: