**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| POSITION TITLE | **Volatile Substance Use (VSU) Case Worker** |
| AREA | Berrimah, Northern Territory |
| REPORTS TO | VSU Supervisor, Healthy Families |
| DIRECT REPORTS | **nil** |

## Position Purpose

Provide trauma sensitive care and support to young people who have suffered the impact of volatile substance use and deliver CAAPS VSU treatment programs aimed at empowerment to cope with substance misuse problems through case management and group program facilitation.

## Key Performance Indicators

* Develop, implement, deliver and evaluate CAAPS substance treatment programs including off site activities, add on programs and life skills sessions with consideration to the cultural needs of young clients.
* Facilitate and support client engagement in all activities associated with CAAPS treatment programs including engagement with external services.
* Conduct client screening, case management and exit interviews of CAAPS clients.

## Collaboration and Communication

Internal:

As part of the VSU Treatment team, it will be expected that the VSU Case workers will work closely alongside

* CAAPS VSU Educator,Youth Engagement Workers, VSU Awake Shift Workers, and other client facing positions within CAAPS sharing the common goal of achieving positive outcomes for young people and their supportive others when required.

External:

VSU program clients have many external organisations involved in their case management.

* Departments of Justice/Corrections, Department of Children and Families, Department of Education, Department of Health, NT Police, and Centrelink.
* Community Service Partners such as Legal services, Accommodation Services, Youth support services and Danila Dilba Medical Service.

## Major Responsibilities

* Develop, implement, deliver and evaluate CAAPS substance treatment programs including off site activities, add on programs and life skills sessions with consideration to the cultural needs of young people.
* Display a strength-based, client centred attitude by providing a caring and welcoming approach to young people.
* Understand and adhere to legislative requirements of providing treatment under the Volatile Substance Abuse Prevention Act and the care and protection of young people.
* Facilitate and support client engagement in all activities associated with CAAPS treatment programs including engagement with external services.
* Conduct client screening, initial assessment, case management and exit interviews of CAAPS clients.
* Support clients on a one‐on‐one and small group basis to develop and achieve therapeutic goals.
* Regularly liaise with internal and external service providers, ensuring a collaborative approach to supporting clients to achieve treatment and discharge goals.
* Maintain an awareness of client’s needs and wellbeing at all times, including participating in internal handover procedures, assisting with medication and provision of transport
* Model self-care skills by assisting young people to plan and prepare meals and manage personal hygiene within their environment .
* Data entry and reporting in line with national reporting requirements and as requested by Management, including up to date entry of case notes, referrals and revised case plans.
* Ensure all incidents/accidents and identified hazards are reported in accordance to the WHS policy and procedure e.g. lodging incident reports.
* Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring.
* Attend and participate in team meetings.
* In the course of other duties, establish networks and relationships with remote and urban based communities and community organisations.
* Work positively as a member of a multidisciplinary team.
* Participate in all relevant planned training programs when required and seek to improve performance by gaining new skills and knowledge.
* Other related duties as required, and within the competences of the position to perform.

**Records Management Responsibilities**

* Daily handover reports provided in writing and verbally.
* Development, implementation and recording of programs and activities.
* Hard and electronic clients files updated at all times
* Incident reports logged and reported on Logicq
* Client registration and file update on DOH NMDS Database.

**Safety & Wellbeing Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Accountable Position** | **WHS Accountabilities**  **(According To WHS Act 2011)** | **Action Demonstrating Accountability** |
| **WORKERS (EMPLOYEES, VOLUNTEERS, CONTRACTORS, STUDENTS)** | While at work, all workers must:   * Take reasonable care for their own health and safety * Take reasonable care that their acts or omissions do not adversely affect the health and safety of other people * Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by CAAPS to allow the organisation to comply with this Act * Co-operate with any reasonable policy or procedure of CAAPS relating to health or safety at the workplace that has been notified to workers | All workers must:   * Follow CAAPS WHS policy and programs to safeguard the health and safety of people at work and to understand your personal responsibilities for WHS * Attend safety-related training including induction, emergency preparedness * Comply with WHS instructions from your supervisor/manager, training information, safe work procedures and wardens during an emergency evacuation preparedness and program specific training (e.g. visiting clients in community) * If performing new or unfamiliar work, you must seek information, instruction or training and supervision from your supervisor where necessary so that you perform your duties safely without risking the health, safety and wellbeing of yourself or others * Use equipment that has been provided for your health, safety and wellbeing * Report all hazards, incidents and injuries or WHS concerns to your supervisor/manager * Participate in discussions/consultation about workplace or job task/practice changes that could affect WHS risks * Wear clothing, footwear and personal protective equipment (PPE) appropriate for the work being done * Do not put other people at risk of their health, safety and wellbeing by your action or inaction |

**Key Selection Criteria**

|  |
| --- |
| **Skills and Attributes** |

* Adopts a strength-based approach to behaviour management and an understanding of trauma sensitive care
* Energetic, sets high goals and standards and strives to achieve them.
* Good verbal and written communication, competent administrative and documentation skills.
* Dedicated and careful; high level of accuracy and attention to detail
* Understanding of Aboriginal languages and cultural practices an advantage
* Demonstrated ability to work positively both as part of a multidisciplinary team and on an individual basis.
* Adhere to legislative requirements in dealing with young people
* Contribute to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures.
* Contribute to continuous improvement.
* As a VSU worker you are to keep up to date with current volatile substances and other drug therapeutic practice and to provide information and support to young clients
* Conscious of and respectful of the exposure to personal and confidential information
* Willingness to maintain a drug free life style, a drug test will be conducted upon employment and also at random intervals as requested by Management at any time.

|  |
| --- |
| **Knowledge** |

* A sound knowledge of current local and national issues related to the AOD field.
* Knowledge of social and cultural issues impacting Aboriginal and Torres Strait Islander Peoples.
* Ability to work independently
* Demonstrated understanding of Work Health and Safety issues/requirements;
* Demonstrated ability to modify communication styles and techniques to meet client’s needs

|  |
| --- |
| Qualifications |

* Certificate IV in Alcohol and Other Drugs or recognised qualifications in a related field.
* Current First Aid Certificate
* Current NT Driver’s License (minimum C Class)
* Current NT Light Rigid Drivers License
* Current Criminal History Check
* Current Ochre Card (Category E)

|  |
| --- |
| Experience required |

* Extensive experience working with young people with substance use issues including provision of case management services, group program facilitation and advocacy.
* Experience in effectively delivering clinical or community services to Aboriginal and/or Torres Strait Islander people.
* Demonstrated computer skills including MS Suite, email, data collection/input and record management skills.

\*You must also provide **with your application**:

* Copies of your relevant qualifications
* Copy of current NT Drivers License (minimum C Class preferably LR).
* Copy of current Apply First Aid Certificate.
* Copy of a Criminal History Check.
* Copy of current Ochre Card (Category E), or evidence of application.

I hereby acknowledge that I have read and understood my responsibilities outlined in this position description.

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Version 3

Date created : September 2018

Reviewed : to be reviewed September 2019

Approved by: **JILLIAN SMITH CEO**