**POSITION DESCRIPTION**

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| POSITION TITLE  | **Alcohol and Other Drugs (AOD) Worker** |
| AREA | Berrimah, Northern Territory  |
| REPORTS TO | AOD Clinical Coordinator Healthy Families |
| DIRECT REPORTS | **Nil** |

## Position Purpose

Provide support for CAAPS AOD treatment programs aimed at the empowerment of program participants and their families to cope with drug and alcohol problems.

## Key Performance Indicators

* Provide effective case management services tailored to individual need;
* Finalise individual case management plans based on immediate, short and long term needs across specific life domain areas within two (2) weeks of admission to the program.
* Review and evaluate the case management plan every two (2) weeks, at a minimum, throughout duration of stay.
* Provide daily check in with clients.
* Facilitate the development and implementation of comprehensive discharge plans and provide relapse prevention support to clients in line with case management model.
* Undertake case coordination – Post exit case planning and review including specific post exit reviews at three, six and twelve months.
* Deliver a holistic service, offering appropriate referrals for clients and family including targeted responses for support around related issues
* Facilitate and support client engagement in all activities associated with CAAPS treatment including programs, activities, group work, cultural activities and engagement with external services.
* Establish strong therapeutic relationships with clients, commencing from induction through to finalisation of exit processes.

## Collaboration and Communication

Internal:

As part of the AOD treatment team you will work closely alongside

* CAAPS Life Skills Development Workers, Youth team, HOS Workers, AOD Health worker, Intake Coordinator and Children’s Worker, sharing the common goal of achieving positive outcomes for clients and their families.
* Hostel staff to inform case planning with clients in relation to tenancy sustainability.

External:

As an AOD worker you will contribute to reports for external bodies including;

* Departments of Justice/Corrections, Territory Families, Department of Housing, NT Police, and Department of Human Services
* Community Service Partners such as Legal, Medical and Accommodation Services

**Records Management Responsibilities**

* Daily handover reports emailed to the Healthy Families Teams
* Recording of program activities and outcomes
* Client case management files including case management plans, reviews and discharge plans, including relapse prevention
* Client information entered on MIMASO and updated
* Incident reports logged and reported on LOGIQC

## Major Responsibilities

* Support clients and their families to develop and achieve therapeutic and lifestyle goals.
* Support individuals to focus on recovery using a clinical, trauma informed approach aimed at long-term sustainable outcomes, including follow up and aftercare.
* Regularly liaise with internal and external service providers, ensuring a collaborative approach to supporting clients to achieve their goals.
* Maintain an awareness of client’s needs and wellbeing at all times, including participation in internal handover procedures, assisting with medication and provision of transport.
* Provide on call support outside of business hours on a rostered basis, in line with CAAPS Policy & Procedures.
* Data entry and reporting in line with reporting requirements and as requested by Management, including formal written reports and up to date entry of case notes and referrals.
* Ensure all incidents/accidents and identified hazards are reported in accordance to the WHS policy and procedure e.g. lodging incident reports on Logiqc.
* Ensure risk management, and behaviour management policies and procedures are followed.
* Facilitate comprehensive case planning in consultation with all parties and in line with CAAPS current practice models and adhere to legislative requirements of role
* Provide culturally appropriate services as relevant to the position.
* Display a strength based, client centred attitude with consideration to CAAPS values.
* Maintain strong therapeutic relationships with clients whilst upholding professional boundaries.
* Work positively as a member of a multidisciplinary team and attend team meetings.
* Participate in all relevant planned training programs and seek to improve performance by gaining new skills and knowledge.
* Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring.
* In the course of other duties, establish networks and relationships with remote and urban-based communities and organisations.
* Willingness to maintain personal sober habits and a drug-free lifestyle, a drug test will be conducted upon employment and also can be requested by Management at any time.
* Other duties as requested within the competences of the position

**Safety & Wellbeing Responsibilities**

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| **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
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**Key Selection Criteria**

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| **Skills and Attributes** |

* Willingness to work within the treatment framework developed specifically for CAAPS Healthy Families program.
* Ability to keep up to date with current drug and alcohol best practice and to provide information and support to clients
* Willingness to maintain a drug free life style
* Demonstrated ability to modify communication styles and techniques to meet client’s needs (Multilingual ability an advantage)
* Demonstrated ability to work positively both as part of a multidisciplinary team and with individuals
* Understand and adhere to legislative requirements of the role and conscious of and respectful of the exposure to personal and confidential information
* Contribute to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures
* Contribute to CAAPS continuous improvement to maintain QIC accreditation standards
* Good written communication, competent administrative and documentation skills.
* Demonstrated computer skills including MS Suite, email, data collection/input
* Dedicated and careful; high level of accuracy and attention to detail

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| **Knowledge** |

* Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
* Demonstrated understanding of current issues impacting the delivery of AOD treatment for individuals and families affected by substance misuse.
* A sound knowledge of current local and national strategies related to the AOD field.
* Ability to work with minimal direct supervision
* Demonstrated understanding of Work Health and Safety issues/requirements

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| Qualifications |

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

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| Experience required |

* Extensive experience working with 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.

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

* Copies of your relevant qualifications
* Copy of current NT Drivers License (minimum C Class).
* 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 5

Date created : June 2020

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Approved by: **JILLIAN SMITH CEO**