

SCHEDULE A
NGWALA WILLUMBONG LTD
POSITION DESCRIPTION



POSITION TITLE	Aboriginal Alcohol & Other Drug (AAOD) Western Metropolitan Region (WMR)
APPLICABLE AWARD	Social, Community, Home Care and Disability Services Industry Award 2010
LOCATION	This position is based at 93 Wellington Street, St Kilda 3182. However, all Ngwala employees may be required to work at, or across, other sites from time to time.
ACCOUNTABLE & REPORTS TO	Program Manager
EMPLOYMENT STATUS:	Full Time - Ongoing subject to funding availability 6 months Probationary Period

* Note: The term 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people and communities.

SCOPE OF POSITION
<p>The key role of the AAOD Worker is to provide culturally safe outreach case management support to Aboriginal people who are affected by alcohol and/or other drug use.</p> <p>Within a culturally safe and harm minimisation framework the worker will undertake:</p> <ul style="list-style-type: none"> • Undertake AOD assessments • Assist client to complete, implement and review Individual Treatment Plans • Provide psycho-social support to clients • Refer and link clients to specialist AOD services and other agencies • Advocate on behalf of clients. <p>The worker will also undertake community development activities including:</p> <ul style="list-style-type: none"> • Health promotion, information provision, and health education activities • Development and maintenance of community and service linkages & networks • Cultural competency advice and support to specialist services <p>The AAOD Worker will perform their duties under general supervision and within written guidelines and procedures which are well established.</p>

KEY RESPONSIBILITIES
<p>Tasks</p> <ul style="list-style-type: none"> • Provide culturally safe outreach case management support to Aboriginal people, their families and communities. • Undertake AOD assessments and complete Individual Treatment Plans using templates provided by Ngwala. • Provide culturally safe psycho-social support and outreach support. • Develop and maintain linkages with other Aboriginal and mainstream AOD and/or health providers to ensure access and continuity of care for clients. • Advocate on behalf of clients with services and other stakeholders. • Provide information to Aboriginal communities about the effects of alcohol and other drugs and the services that are available to assist individuals and families. • Provide and support appropriate health promotion activities with communities as required. • Provide cultural competency advice to mainstream AOD and/or other health providers regarding the needs of Aboriginal people. • Comply with Ngwala's administrative requirements.

Location: G: OM/ Human Resources	Created: 1.2010	PD Sponsor: Program Manager	Last Reviewed: 9.2017 V 5.1	Review Cycle: Triennial 9.2020	Approved By: CEO	Page: 1 of 3
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Data Management

- Maintain accurate and up to date client records and case notes in the client's file
- Provide and maintain ongoing case management and data records and other administrative requirements including statistical reports and other correspondence.
- Maintain a high standard of professionalism including client confidentiality
- Conduct client feedback and relay such feedback to management
- Report any concerns to management and in emergency situations contact the relevant emergency services where necessary

General Education and Training

- Understand and comply with Ngwala Willumbong policies and procedures and participate in continuous quality improvement (CQI) evaluation
- Participate in regular individual/group clinical supervision sessions
- Attend AOD and Ngwala staff meetings, conferences and forums as required
- Attend statewide AOD network meetings
- Participate in ongoing professional development and training as required

Teamwork and Agency Representation

- Interact collaboratively within the team and actively participate in team meetings
- Represent, promote and/or deliver the program in a professional manner
- Ensure that client confidentiality is maintained in compliance with Ngwala's policies and relevant legislation.

OHS

- Work in a healthy and safe manner and encourage others to do the same.
- Be aware of and adhere to OHS and Health & Wellbeing policies and procedures
- Report all incidents or injuries to the relevant OHS Representative or Manager

Physical Demands

This position requires driving and sitting for extended periods of time, operating office equipment, climbing stairs, at times lifting, and other related physical demands. Staff are responsible to only undertake physical duties they deem safe.

ESSENTIAL REQUIREMENTS

- Certificate IV in AOD or commitment to obtain one of these within 12 months of employment;
- Understanding of and commitment to the Aboriginal community.
- Satisfactory outcome of a confidential Police Check and Working with Children Check. OHV is committed to child safety and is a child safe organisation.
- Computer literacy skills including Microsoft Office suite
- Possession of a current Victorian Driver's Licence
- Eligibility to work in Australia.
- Desirable: First Aid (Level 2) certificate;

KEY SELECTION CRITERIA

- Experience working with AOD and/or dual diagnosis clients including a willingness to participate in relevant training.
- Demonstrated experience in the provision of screening, assessment and support to people and their families with AOD issues.
- Demonstrated experience in providing high quality advice, education and support to clients and families.
- An understanding of the intergenerational loss, grief and trauma that is experienced by Aboriginal community members and the subsequent AOD issues that result.

Location: G: OM/ Human Resources	Created: 1.2010	PD Sponsor: Program Manager	Last Reviewed: 9.2017 V 5.1	Review Cycle: Triennial 9.2020	Approved By: CEO	Page: 2 of 3
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- Ability to work within a team, with excellent written and verbal communication skills and interpersonal abilities
- Ability to effectively liaise and communicate with a range of organisations and individuals in a collaborative and respectful manner.
- Strong organisational abilities, willing to take initiative and work independently
- Experience in maintaining client records, data collection and reporting.

OTHER RELEVANT INFORMATION

- Remuneration will be in accordance with industry standards
- Successful applicants will need to disclose any pre-existing illness or injury which could be affected by the **described work duties**. Under sections 41(2) and 39(4) of the *Workplace Injury, Rehabilitation and Compensation Act 2013* (Vic), failure to disclose a pre-existing illness or injury could negatively affect any future injury claim for compensation.
- All employees are required to adhere to the policies and practices of Ngwala.
- This position description reflects the initial expectation of the role and is subject to changes to support organisational goals, priorities and activities.

POSITION INCUMBENT

I have read and understood this position description. I will perform the duties outlined in this position description to the best of my ability.

Signature: _____

Print name: _____

Date: ____ / ____ / ____

This position description has been approved by:
Human Resources Manager

Date: 4 November 2020

Location: G: OM/ Human Resources	Created: 1.2010	PD Sponsor: Program Manager	Last Reviewed: 9.2017 V 5.1	Review Cycle: Triennial 9.2020	Approved By: CEO	Page: 3 of 3
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