

**NGWALA WILLUMBONG ABORIGINAL CORPORATION
POSITION DESCRIPTION**



POSITION TITLE	Residential Support Trainee
SERVICE/BUSINESS AREA	Men's Residential Rehabilitation Centres
APPLICABLE AWARD	Social, Community, Home Care and Disability Services Industry Award 2010
LOCATION	66 Grey Street, St Kilda Ngwala employees may be required to work at, or across, other sites from time to time.
ACCOUNTABLE & REPORTS TO	House Manager / Team Leader
EMPLOYMENT STATUS:	Full Time – 12 month traineeship position 6 months Probationary Period

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

SCOPE OF POSITION

The Residential Support Trainee is a 12 months traineeship within the Men's residential Rehabilitation centre to work with clients who are affected by alcohol and other drug (AOD) misuse.

The Housing Trainee will undergo training to provide a safe and culturally appropriate environment for clients and support a range of program activities to help clients overcome their substance abuse.

Please note this is a 12 month position substantially funded by the Victorian Aboriginal Community Controlled Health Organisation and is an Aboriginal identified position, section 8 exception applies under the Racial Discrimination Act 1975 (Cth) and special measure under section 12 of the Equal Opportunity Act 2010 (Vic).

KEY RESPONSIBILITIES

Tasks

- To support clients with substance misuse issues, including but not limited to:
- Assess and document clients' continuing needs in relation to AOD support services.
 - Advocate on behalf of clients where appropriate (this may include attending court, etc.).
 - Transport clients to various appointments as per scheduled and record all appointments in the Direct Services Record.
 - Participate in client outings and camping.
 - Facilitate the induction of clients as per the Manager's instruction and ensure all relevant induction documents are filed in the client's file.
 - Report and document any incidents and unruly client behaviour to your Manager.
 - Introduce clients to new opportunities for learning, connecting, and recreation.
 - Encourage clients to develop living skills, personal hygiene and social skills.
 - Record and carry out room inspections daily.
 - Ensure all visitors sign the Visitors' Book upon arrival.
 - Ensure clients complete their daily chores as directed by the Manager.
 - Read Communications Book at the commencement of each shift and write notes in the Communication Book before the end of each shift.
 - Participate in serving client meals and supervising the dining room at times.
 - Order, collect, check and record Webster packs and scripts (and place copies in client file).
 - Perform other duties, which are incidental and peripheral to the main duties
 - Be available to take up additional responsibility as directed by their Manager or his/her delegate.

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Case Management

- Maintain accurate and up to date client records and case notes in the client’s file.
- Assist clients to make and review an individual treatment plan (ITP) and support clients to achieve set goals.
- Weekly contact client to discuss Fortnightly ITP Review.
- Conduct client Exit Plan Review at Weeks 8 and 14.
- Contact Ngwala Specialist Homelessness Services (SHS) if a client requires housing assistance prior to completion of the program.
- Ensure Centrelink Centrepay Deduction form is completed on the first day of Induction.
- Ensure Exit Plan Summary is completed when clients are discharged from the program.
- Regularly hold discussions with clients regarding treatment, care and discharge planning.
- Maintain details of all telephone contacts, referrals and appointments.
- Maintain daily attendance sheets of all programs and activities.

Clinical

- Conduct regular client urine drug screening (UDS) and breathalyser tests and maintain screening records
- Ensure Medication Coversheet is completed when a client enters the Program.
- Complete the Medication Return Summary before clients are discharged.
- Supervise client medication and record in accordance with Ngwala’s *Medication Policy*.

Data Management

- Maintain a high standard of professionalism including client confidentiality
- Conduct client feedback and relay such feedback to the Yitajwudik Manager
- Maintain in-house data records

Food Handling (For staff rostered on weekend shifts or when the Cook is away)

- Prepare and serve meals to clients in a timely manner in accordance with Cook’s meal plan.
- Supervise the dining room during meal times.
- Ensure nutritional and dietary requirements are followed.
- Ensure the kitchen and dining room is kept tidy/clean.

General Duties

- Be available to take up additional responsibility as directed by the CEO or COO (as relevant)
- Attend meetings as required
- Understand and follow Ngwala policies and procedures
- Participate in performance appraisal

General Education and Training

- Participate in continuous quality improvement (CQI) evaluation
- Participate in ongoing professional development and training as required

Health & Safety

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

Teamwork and Agency Representation

- Maintain team boundaries and confidentiality in a professional manner
- Interact collaboratively within the team and actively participate in team meetings
- Represent, promote and/or deliver the program in a professional manner

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- Appropriately grooming and dressing according to Ngwala policy
- Share expertise and experience with other team members.

ESSENTIAL REQUIREMENTS

- This traineeship will require enrolment in Cert IV in Alcohol and Other Drugs
- Current Victorian Driver's License
- National Police Certificate
- Current Victorian Working With Children's Check
- Understanding of and commitment to the Aboriginal community.
- Computer literacy skills including Microsoft Office suite, and client management systems

KEY SELECTION CRITERIA

- Ability to effectively communicate with Aboriginal people and to sensitively handle cultural issues of concern to families in crisis.
- Ability to develop positive relationships with clients
- Ability to work co-operatively and effectively as part of a team
- Capacity to understand the issues associated with AOD and their effects on the Aboriginal community.
- Good organizational and time management skills

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

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Signature:	_____
Print name:	_____
Date:	___/___/___

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