

**NGWALA WILLUMBONG ABORIGINAL CORPORATION  
POSITION DESCRIPTION**



<b>POSITION TITLE</b>	Community AOD Liaison Worker
<b>SERVICE/BUSINESS AREA</b>	Rehabilitation Services (Galiamble, Winja & Yitjawudik)
<b>APPLICABLE AWARD</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (Level 3)
<b>LOCATION</b>	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.
<b>ACCOUNTABLE &amp; REPORTS TO</b>	Senior Residential Rehabilitation Manager
<b>EMPLOYMENT STATUS:</b>	Part Time (FTE 0.8) – 18 Month Contract (Possibility of extension) 6 months Probationary Period

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

**SCOPE OF POSITION**

The Community AOD Liaison Worker supports Aboriginal men and women returning to the community after having undertaken residential rehabilitation program at Winja Ulupa (St Kilda), Galiamble (St Kilda) or Yitjawudik (Shepparton). Reporting to the Senior Residential Rehabilitation Manager, the Community AOD Liaison Worker works closely with the individuals, key workers and community to ensure the recovery services and support provided are integrated, timely and tailored to the needs of the individual, and that the recovery needs are being met once they have concluded their rehabilitation program.

**KEY RESPONSIBILITIES**

**Client Support and Liaison**

- Provide a culturally appropriate and interpretative support and assistant to clients, their family, the community and all other key stakeholders involved in the provision of discharge program
- Deliver a smooth discharge transition process by conducting face to face meetings with clients, family members, AOD workers and counsellors as well as support workers
- Liaise with referring AOD workers as per discharge plan
- Conduct post-discharge visits (or virtual if client returns to remote location) in community to support the transition supports
- Support and encourage individuals, families and community to become involved in healthy lifestyle choices in relation to AOD misuse

**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

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

### **ESSENTIAL REQUIREMENTS**

- Relevant tertiary qualification (AOD, Community Services, Social Work or similar)
- 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**

- Knowledge and understanding of Aboriginal culture and commitment to the Aboriginal community
- A demonstrated understanding of the issues associated with Alcohol and other Drugs and their effects on the Aboriginal Community
- Demonstrated experience in AOD and harm minimisation
- Demonstrated experience in delivering group and community education in with an understanding of Aboriginal culture
- Demonstrated skills in case management
- Good organisation and time management skills
- Demonstrated ability to work effectively as part of a multi skilled team
- Skills in working independently, with initiative and as a team member
- Willingness and ability to work within and contribute to the vision, purpose and core values of the organisation
- Able to develop positive relationships with clients and work within a stressful environment

### **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: \_\_\_\_\_

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POSITION DESCRIPTION**



Print name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This position description has been approved by:  
**Human Resources Manager**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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