

**NGWALA WILLUMBONG ABORIGINAL CORPORATION
POSITION DESCRIPTION**



POSITION TITLE	Family Support Councillor
SERVICE/BUSINESS AREA	Rehabilitation Services (Galiamble, Winja & Yitjawudik)
APPLICABLE AWARD	Social, Community, Home Care and Disability Services Industry Award 2010 (Level 4)
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	Clinical Services Unit Coordinator
EMPLOYMENT STATUS:	Part Time (FTE 0.6) – 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
<p>Ngwala has been funded by the Department of Health Covid-19 Workforce Initiative to engage with Aboriginal community waiting for alcohol and other drug (AOD) residential support and supporting their families. The Family Support Councillor is one of three new roles being implemented under this funding to directly address the consequence of lengthy delays for Aboriginal men and women seeking admission to residential rehabilitation services.</p> <p>The Family Support Councillor will provide counselling to Aboriginal men and women who are on waiting lists, or have been admitted into one of Ngwala’s three Rehabilitation Centres (Winja, Yitjawudik and Galiamble) as well as their families. Reporting to the Clinical Services Unit Coordinator, the Family Support Councillor aims to support the integration of family members to improve the prospects for successful engagement whilst in residential rehabilitation.</p>

KEY RESPONSIBILITIES
<p>Key Duties</p> <ul style="list-style-type: none"> • Establish and maintain contact with family members of potential clients (Aboriginal men and women who are waiting to be administered into one of the three Rehabilitation Centres) • To provide person-centered AOD counselling, assessment and treatment planning to individual clients, family members & significant others. Modes of delivery will include face to face individualised or group, phone and interactive online counselling when applicable • Follow up with family and the admitted client on a monthly basis while the client is undertaking their treatment in the Rehabilitation centre • Generally supporting families in their understanding of AOD misuse and enable them to develop positive approaches and techniques to manage stressful situations • To participate in case allocation, case review and exit planning processes • Assist families to improve their relationship, communication and problem solving skills • Encourage survivors of family AOD misuse to make empowered culturally appropriate decisions about their future • Liaise with other support workers involved in the case and act on relevant updates <p>General Duties</p> <ul style="list-style-type: none"> • 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

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

ESSENTIAL REQUIREMENTS

- Relevant degree or diploma (psychology, social work, counselling)
- 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
- Knowledge and experience of contemporary practice approaches in the alcohol and other drug sector
- A demonstrated understanding of the issues associated with Alcohol and other Drugs and their effects on the Aboriginal Community
- Knowledge and experience in the provision of holistic therapy approaches with families, applying an Aboriginal cultural and community lens
- 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
- Demonstrate commitment to the care and support of disadvantaged men, women and families with the need to transition into rehabilitation

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.

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POSITION DESCRIPTION**



- 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

Signature: _____

Print name: _____

Date: ____/____/____

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