



Tasmanian Aboriginal Corporation

POSITION DESCRIPTION

Position Title:	Alcohol and Other Drugs Worker
Employment Status:	Full Time
Industrial Instrument:	Tasmanian Aboriginal Centre Inc. Enterprise Agreement 2015
Classification Level:	TAC Level 4-6
Location:	Hobart, Launceston, Burnie
Reports To:	Regional Manager
Direct Reports:	Nil
Date:	May 2017

OBJECTIVE OF POSITION:

To utilise a comprehensive range of strategies, including counselling and education, to promote healthy life choices and to support individuals and families affected by substance abuse. The role will include both clinic based and outreach work within the primary health care framework of the Tasmanian Aboriginal Health Service.

KEY RELATIONSHIPS:

- Regional Manager
- Aboriginal Health Workers
- Other TAC program staff

ORGANISATIONAL CONTEXT:

The TAC is a state-wide organisation delivering a wide range of services to the Aboriginal community including health, aged care, children's services, land management programs, family support, cultural awareness, language and youth programs. The TAC is a member based organisation, controlled by a State Committee, committed to providing high quality, holistic and timely services to Aboriginal people and Torres Strait Islanders.

Staff are expected to demonstrate an understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal clients, staff and the Aboriginal community.

ABORIGINAL HEALTH SERVICE:

The Aboriginal Health Service is a safe, friendly, confidential and culturally appropriate service in line with Community needs. The TAC is the Tasmanian Affiliate to the National Aboriginal Community Controlled Health Organisation (NACCHO).

We provide comprehensive, integrated and multi-disciplinary primary health care programs including:

- | | | | |
|-------------------|---------------------|-----------------------------|---------------------------|
| • Acute care | • Nutrition | • Child and maternal health | • Alcohol and other drugs |
| • Chronic disease | • Physical activity | • Oral health | • Aged care |
| • Counselling | • Ante natal | • Sexual health | • Health promotion |

SELECTION CRITERIA:

- Demonstrated high level knowledge and understanding of the drug and alcohol treatment sector, the mental health sector and community support services.
- The ability to maintain high level assessment documents, client records, reports and case notes.
- Understanding of the principles of confidentiality, and the rights and responsibilities of clients within a community health context.
- The ability to take initiative in the workplace, be flexible in your approach and be a self-directed learner.

- Demonstrated experience and skill in the provision of risk assessment and management.
- Understanding of harm minimisation and reduction principles and ability to work with a recovery-oriented model.
- Ability to relate well to the Aboriginal community and an understanding of Aboriginal community control in a health environment.
- Well-developed interpersonal skills including the assertiveness necessary to support Aboriginal people with outside agencies.
- Good organisational skills and ability to set priorities, plan and act to achieve desired outcomes, within specific timeframes.
- Current, unrestricted drivers licence.
- First Aid + CPR certification.

QUALIFICATIONS:

Relevant qualification in AOD (i.e. Cert IV or Diploma) or tertiary qualifications and experience in a relevant health/education related field (i.e. psychology, social work, family therapy, mental health nursing or related field).

EXPERIENCE:

Demonstrated experience working in the drug and alcohol or human services sector.

PRE-EMPLOYMENT CHECKS:

The Tasmanian Aboriginal Corporation has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These include:

- National Police Record Check
- Working with Vulnerable People (children) Registration

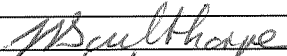
ACCOUNTABILITY	OBJECTIVE / RESULTS
Assessment	<ul style="list-style-type: none"> • Undertake needs assessments with Aboriginal community members presenting with alcohol and drug issues. • Engage with health professionals and stakeholders to identify and respond to local need. • Develop case management plans for individuals identified as needing assistance and support to reduce or abstain from alcohol and drug use.
Support	<ul style="list-style-type: none"> • Provide general support, advice and information to individuals, groups, and families of Aborigines with alcohol and drug issues. • Identify and establish support networks for clients both in programs and at the post program stage. • Maintain contact with clients undertaking residential rehabilitation programs and provide ongoing support upon completion of such programs. • Refer clients with addictions and/or families affected to TAC counsellor as required or deliver culturally appropriate alcohol and drug counselling. • Work closely with General Practitioners, Aboriginal Health Workers, and other health professionals to provide a holistic service for clients and families. • Liaise with and utilise where appropriate, the services of other agencies. • Assist with implementation of processes pertaining to the establishment of an Alcohol & Drug Withdrawal and Rehabilitation service as required.

Education	<ul style="list-style-type: none"> Develop and implement a range of creative, age appropriate educational programs for affected individuals, the community and TAC workers aimed at increasing awareness about the causes and effects of drug and alcohol misuse.
Motivation	<ul style="list-style-type: none"> Use a strengths based approach to identify the skills, talents and interests of individual clients with a view to motivating and empowering them to develop and utilise these strengths to initiate long term sustainable change in their lives. Liaise with prominent Aboriginal community members to develop a role model/motivator support group for clients. Provide information to Aboriginal community members on TAC programs and promote interest in political, social and cultural matters relevant to the Aboriginal community.
Administration	<ul style="list-style-type: none"> Record and maintain confidential client records. Contribute to the maintenance of relevant data, records and statistics. Participate in quality improvement processes to improve patient and TAC outcomes. Comply with organisational as well as governmental reporting framework requirements as directed by the CEO on a regular basis including in relation to funding, and planning.
People & Teamwork	<ul style="list-style-type: none"> Build and maintain respectful and meaningful community relationships. Participate in program meetings with AHS staff to discuss the needs of clients, as required. Communicate effectively with colleagues, clients and health professionals. Be an effective and supportive team member by contributing to ensure the TAC achieves its service goals. Proactively manage self-development by openly and honestly raising areas where personal improvement is required.
Work Health & Safety	<ul style="list-style-type: none"> Maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures. Inform supervisor of any unsafe working practices or hazardous working conditions. The TAC can be a high demand, emotive and confrontational client service environment; familiarise yourself with the TAC's WHS strategies that ensure safe delivery of services for employees.

This position description accurately describes the full set of duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, Code of Conduct, policies and procedures, and legislative requirements.

Employee Signature: _____

Date: _____

Approved by CEO:	
Date:	15/5/2017