



BDAC

BENDIGO & DISTRICT
ABORIGINAL CO-OPERATIVE

Position Description

Female Alcohol & other Drugs Support Worker

EMPLOYMENT STATUSES

Status	Fulltime	Award	SCHADS
Hours per week	38 Hours per Week	Classification	Grade 3
Length of Term	Fixed term (30 th June 2020)	Salary	As per Award
Reports to	Health Coordinator	Additional Benefits	Access to Salary Packaging
Secondary Report	Director of Operations	PD Review Date	12 months (11/09/2019)

ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the Umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung Boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

Provide confidential addictions education and support to individuals, families and the community and for promoting healthy lifestyles and healthy choices.

Deliver an appropriate range of drug and alcohol treatment programs to meet legislative requirements and health service agreements negotiated with the Department of Human Services.



BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<p><u>Advocacy and Referral for Clients</u></p> <ul style="list-style-type: none"> • Advocate and refer clients to relevant support services • Accept referrals from individuals, families and agencies in the community • Ensure that you are available to support the clients with these appointments if requested • Ensure that the support agencies are supporting the needs of the client • Work with the Wellbeing Team Leader and the Wellbeing team to identify clients who fall through service gaps and are hardest to engage • Ensure legislation, standards and guidelines are being followed and Maintain strict confidentiality guidelines regarding all clients, conversations and referrals. <p><u>Community Education and Support</u></p> <ul style="list-style-type: none"> • Develop, facilitate and support alcohol and other drug promotion and education opportunities for community • Develop resource kits for individuals and families • Development of promotional materials and information <p><u>Liaison with key stakeholders and professional networking</u></p> <ul style="list-style-type: none"> • Ensure effective ongoing liaison with partner agencies, key stakeholders, services and personnel • Participate on relevant interagency working committees • Conduct case conferencing when required with other agencies • Promote Wellbeing Programs and BDAC to relevant external agencies and key stakeholders • Be available for external consultation regarding Wellbeing Services and BDAC services • Inform key agencies and other service providers about social and historical factors that may be contributing to negative contacts between other agencies and community members • Meet regularly with key stakeholders to assist in the development and implementation of initiatives that improve outcomes for Aboriginal people
	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures • Participate actively in and facilitate supervision and professional development activities • Ensure that you participate in team meetings, staff meetings and other



Position Description

Administration & Compliance

- community activities as requested
- Ensure that you adhere to legislative requirements.
- Ensure that you report any risks identified immediately to your Line Manager
- Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.
- Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S O H & S policies and procedures.
- Participate in Continuous Quality Improvement (CQI) activities

KEY SELECTION CRITERIA

- Excellent communication and interpersonal skills
- Ability to effectively and efficiently plan and organise own workloads
- An ability to manage stressful situations
- Ability to work independently and in a team
- Demonstrated negotiation and advocacy skills
- Knowledge of the causes and effects of drugs and alcohol, and addictions on individuals, families and communities
- Understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide
- Understanding of Indigenous culture
- Understanding of all relevant legislation, policies and practices
- Minimum Cert IV qualifications in Alcohol and other Drugs

Preferred / Desired Education, Training and/or Competencies

- Qualifications in Alcohol and other Drugs or equivalent (Cert IV Minimum)
- Extensive knowledge of local service providers and referral pathways

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check
- Must pass & provide copy of Working with Children's Check
- Must hold current Full Victorian Drivers Licence and provide a copy

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Female Alcohol and other Drugs Support Worker.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....