

# Position Description



<b>Title</b>	Youth Alcohol & Other Drug (AOD) Worker
<b>Business Unit</b>	Tabor House Youth Residential Withdrawal Service
<b>Location</b>	79 Mahers Road, Warrenheip
<b>Employment type</b>	Ongoing, Part Time (rotating shift work roster) or Casual
<b>Reports to</b>	Team Leader, Youth Residential Withdrawal

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The Youth Alcohol & Other Drug (AOD) Worker contributes to the provision of a safe and hospitable environment for young people voluntarily seeking withdrawal and/or respite from the acute use of alcohol and/or other drugs.

## 3. Scope

**Budget:** nil

**People:** nil

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## Youth AOD Worker



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### 4. Relationships

#### Internal:

- Team Leader
- Senior Managers
- Senior Youth AOD Workers
- Other Youth AOD Workers
- Other Uniting staff

#### External

- Department of Health and Human Services
  - Department of Justice
  - Australian Community Support Organisation
  - Area Mental Health and a range of other professionals and services
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### 5. Key responsibility areas

#### Service delivery

- Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice principles including family inclusive practice and dual diagnosis principles.
- Deliver harm minimisation education and information sessions.
- Provide counselling and other therapeutic interventions to young people undertaking withdrawal.
- Assist in the development of Individual treatment plans, make appropriate referrals for clients during treatment, complete discharge summaries and other administrative tasks.
- Assist with meal preparation and ordering, general maintenance of the facility such as making beds, undertake laundry duties and transport clients when required.
- Delivery of medications as per program policy.
- Strive to achieve annual Drug Treatment Activity Units within the capacity of the service.
- Other duties as required.

#### Administration and finance

- Maintain file records, data collection processes and reporting as required.
- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation.

#### Quality and risk

- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
- Support the provision of a high-quality service through adherence to Uniting Quality and Risk management policies and procedures.
- Assess, record and report identified risks to client and staff in line with Uniting and relevant agency policies.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

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### Youth AOD Worker



- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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#### 6. Performance indicators

- All services are delivered in compliance with relevant Accreditation, Program Guidelines and Uniting Standards, Policies and targets are met;
- Delivery of AOD Supports – Collaborate as a member of the service in the delivery of AOD Supports. A variety of supports are provided to young people and/or carers, individually and in groups, to achieve the goals of the young person;
- Communication - There is regular and effective communication with the Team Leader, Senior Youth AOD Workers, Youth AOD Workers and referral partners;
- Service Provision – Young people are provided with appropriate timely services in keeping with agreed assessments and goals;
- Collaboration with all workers is genuine and effective;
- Reporting - Accurate and timely reports are provided in line with reporting timelines.

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#### 7. Person specification

##### Qualifications

- Relevant health and or welfare Teritary Qualification such as Social Work, Youth Work, Psychology, Nursing or Allied Health
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 12 months of employment).
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).

##### Experience

- Familiarity with the Alcohol and Other Drug Sector, knowledge of the relationship with the Forensic AOD System and Central Intake Services.

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### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Experience in developing individual treatment plans, post withdrawal and discharge planning.
- Experience delivering group work.
- Experience working with people with AOD and/or Mental Health issues.
- Sound knowledge and understanding of screening, assessment and community based treatment for all clients with AOD and mental health issues.
- Sound understanding of alcohol and other drug withdrawal.
- Thorough understanding of the harm minimisation framework.
- Proven ability to work with young people and organisations (including specific groups such as Aboriginal, CALD and Forensic clients) in a respectful and non-judgemental manner.
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Ability to convey warmth, openness, empathy and concern for the welfare of clients.
- An understanding of the issues related to marginalised groups and a commitment to working with these groups.
- Excellent administration skills including developing case plans, professional case noting, writing reports and effective time management skills.

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### 8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.**

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### 9. Acknowledgement

**I have read, understood and accepted the above Position Description**

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>