

Position Description

Title	Alcohol and Other Drugs Youth Outreach Worker
Business Unit	Alcohol and Other Drugs Community Service, Wellbeing Services
Location	105 Dana Street, Ballarat, VIC, 3350
Employment type	Full Time - Ongoing
Reports to	Coordinator -Alcohol and Other Drugs Community

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

1. Position purpose

To provide assessment, support and ongoing case management and co-ordination to young people up to the age of 25 years whose use of licit or illicit drugs causes significant physical, psychological and social harm.

2. Scope

Budget:

nil

People:

nil

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3. Relationships

Internal

- Coordinator of AOD Community
- Other AOD Counsellors
- Intensive Case Management Clinicians
- Non-residential Withdrawal Nurse
- Nurse Practitioner
- Psychological Clinicians
- Crisis and Housing Service staff members
- Students on placement
- Reception staff
- Uniting Wimmera Alcohol and Other Drug team members and other Uniting clusters as needed

External

- DHHS
 - Department of Justice
 - Other AOD and Clinical Services Organisations within Grampians region
 - ACSO
 - Mental Health Service Organisations
 - GPs
 - Allied Health Services
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4. Key responsibility areas

Service delivery

- Provide assessment, support and case coordination on an outreach basis to young people.
- Provide ongoing support and case coordination to young people in an accessible, 'open door' capacity.
- Maximise flexibility in treatment and support services so that where possible and appropriate, young people can access service with minimal disruption themselves.
- Minimise the harm caused by alcohol and other drug use and mental health issues.
- Provide appropriate interventions or refer to other appropriate services, including dual diagnosis.
- Provide post-withdrawal support.
- Undertake the designated mental health screening tool with relevant clients.
- Provide appropriate services and/or referral pathways for carers and families of those affected by alcohol and drug use and mental health concerns.
- Provide thorough follow up to clients for best treatment outcomes.
- Assist in the Needle Syringe Program (NSP) function.

Administration

- Maintain concise case notes, deliver reports to various stakeholders.
- Provide client services in accordance with Department of Health and Human Services guidelines and maintain necessary case management records and statistics.

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Quality and risk

- Support the provision of a high-quality service through adherence to Uniting Quality and Risk management policies and procedures.
- Attend Intake and Risk Assessment weekly meetings.
- 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.
- 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.

5. Performance indicators

- Participate in Annual Performance Review and Development Planning and Supervision requirements to provide a structure for goal setting, performance review and development.

6. Person specification

Qualifications

- Relevant health or welfare Tertiary qualification such as Youth Work, Social Work, Counselling or Alcohol and Other Drugs or similar with experience working in the community services sector.
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24 months of employment)

Experience

- Demonstrated experience and ability to engage with youth, and proven counselling skills.
- Demonstrated experience in a range of counselling and support approaches, brief interventions and other strategies suitable for use with individuals impacted by alcohol and drug use
- Experience in community based service delivery

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Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values.
- Specific interest working with youth and alcohol and other drug problems, and knowledge of their needs.
- Proven counselling skills and experience engaging with youth.
- Excellent understanding of harm minimisation principles and a commitment to delivering services within this framework.
- Enthusiasm and an ability to work well in a team.
- Demonstrated ability to liaise, consult and network with other agencies including support agencies, government and community organisations.
- Well-developed interpersonal, verbal and written communication skills and ability to communicate effectively with a diverse range of people.
- Effective organisational and time management skills.
- A proven understanding of the marginalised sectors of our community.
- Developed administration and computer skills.

7. 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 relevant Working With Children Check to your State 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.

8. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		