

# Position Description

<b>Title</b>	Senior Youth AOD Support Worker
<b>Business Unit</b>	Williams House, Youth Residential Withdrawal Service   AOD & Mental Health
<b>Location</b>	4 Jessie Street, Coburg
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Team Leader

## 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

The Senior Alcohol & Other Drugs (AOD) Youth 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. In conjunction with the Team Leader, they also play a significant role contributing to the coordination of the facility and treatment of young people. The position contributes to overall program leadership and supervises a team of Youth AOD Workers providing counselling and other therapeutic interventions to young people undertaking withdrawal.

### 2. Scope

**Budget:** nil

**People:** 5 x Youth AOD Support Workers

### 3. Relationships

#### Internal

- Team Leader & Manager of Youth Social Supports
- Youth AOD Residential Withdrawal Services Leadership
- Other Senior Youth AOD Worker
- Youth AOD Workers

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- 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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## 4. Key responsibility areas

### Service delivery

- Receive and review Youth Residential Withdrawal referral information, in consultation with the Team Leader.
- Schedule clients for treatment and liaise with various referrers in a professional manner to coordinate.
- Provide Senior shift support to staff, manage client behavioural issues and seek to support the Team Leader to plan and coordinate staff coverage across shifts.
- Participate in an on call after hours roster.
- Provide mentoring support to Youth Workers and contribute to supervision of these staff members.
- 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 & 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

- 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.

### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

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- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. 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, 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.
- People and Teams – timely and quality supervision sessions and annual performance and development plans are conducted; accessible and available on shift; resolves team issues promptly.

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#### 6. Person specification

##### Qualifications

- Relevant health and or welfare Tertiary 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 will be highly regarded.
- Experience in leading teams will be highly regarded.

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- 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.

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#### 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 (and NDIS Worker Screening Check where relevant) 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.**

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#### 8. Acknowledgement

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

##### Employee

Name:

Signature:

Date: