

# Position Description

<b>Title:</b>	Youth Alcohol & Other Drug (AOD) Case Worker
<b>Business unit:</b>	Gippsland Youth Residential Rehabilitation Program (GYRRP)/ AOD, Mental Health, Carer Services & Tasmania
<b>Location:</b>	10 Northern Avenue, Traralgon
<b>Employment type:</b>	Part Time, Maximum Term
<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 Case Worker is responsible for providing support to the young people (YP) that are admitted to Gippsland Youth Residential Rehabilitation Program (GYRRP). The Case Worker will assist with tasks such as:

- booking and facilitating General Practitioner (GP) / specialist appointments
- exploring community supports in preparation for discharge / transitional planning
- assisting AOD counsellor and YP achieve ITP goals
- completing referrals for external services and support agencies
- attending Care Team meetings
- supporting the YP at appointments such as the GP, dentist, court etc.

The Case Worker will be working alongside the Youth AOD Support Workers and liaising with the allocated AOD Counsellor to achieve ITP goals, better outcomes for the YP and transitional planning. The Case Worker will also be a part of the preadmission planning which will include bridging support and case coordination.

## Position Description

### Youth Alcohol & Other Drug (AOD) Case Worker

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## 2. Scope

#### Budget:

Nil

#### People:

The Case Worker reports to the Team Leader, who oversees most of the day-to-day management of the facilities.

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## 3. Relationships

#### Internal

- Program Manager
- Team Leader
- Senior Youth AOD Support Worker / Youth AOD Support Workers
- AOD Counsellors
- Other Uniting staff

#### External

- Department of Health
- Department of Families, Fairness, and housing
- Department of Justice and Community Safety
- Area Mental Health
- Housing services
- Families and other significant supports
- Key stakeholders involved in the ongoing care and wellbeing of the YP

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## 4. 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.
- Support the delivery of harm minimisation education and information sessions.
- Provide education and other therapeutic interventions to young people undertaking rehabilitation.
- Assist in the development of individual treatment plans, make appropriate referrals for clients during treatment, complete discharge summaries and other administrative tasks.
- Assist with transporting clients when required to appointments.
- Support clients to self-administer medications as per program policy.
- Work as a team to achieve annual Drug Treatment Activity Units within the capacity of the service.
- Other duties as required.

#### Administration:

- 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 the Program Manager or other appropriate person.

## Position Description

### Youth Alcohol & Other Drug (AOD) Case Worker

- 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.
- 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, 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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## 6. Person specification

#### Qualifications

- Relevant health and or welfare tertiary qualification such as Social Work, Youth Work, Psychology, Nursing, Allied Health, Mental Health or Community Services.
- Certificate IV in AOD or have completed the core competencies.

#### Experience

- Familiarity with the AOD sector.
- Knowledge of the relationship with the Forensic AOD System and central intake services.

**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.
- Knowledge of, and experience (preferred) in developing individual treatment plans, post withdrawal and discharge planning.
- Experience in delivering group work (preferred).
- 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.
- An 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-judgmental 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.
- Administration skills e.g.: developing case plans, case noting, writing reports.
- Full Victorian drivers license.

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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: