

# Position Description

<b>Title</b>	AOD Support worker
<b>Business Unit</b>	AOD, Mental Health & Carer Services
<b>Location</b>	164 Banksia Street, Ivanhoe
<b>Employment type</b>	Part Time, Ongoing
<b>Reports to</b>	Manager, Curran Place

## 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

This position contributes to the provision of a safe and hospitable environment for clients voluntarily seeking withdrawal from the acute use of alcohol and/or other drugs by:

- Actively supporting clients to achieve their individual treatment plans including drug withdrawal, in conjunction with the Registered Nurse at Curran Place, a 16 bed Adult and Mother Baby Withdrawal facility located in Ivanhoe Victoria. 12 beds are general adults, and 4 beds are for mothers with infants. Staff work with all 16 residents.
- Supervising and providing assistance with daily living activities
- Facilitating and encouraging client participation in program activities

## 2. Scope

**Budget:** nil

**People:** nil

## 3. Relationships

### Internal

- Manager, Senior RN and Registered nurse on shift

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### AOD Support Worker

- AOD workers, Education and Activities workers, childcare workers and family worker
- Intake and administration worker

#### External

- Care and recovery workers, intake and assessment workers, case managers
- External group facilitators

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## 4. Key responsibility areas

### General duties

- 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.
- Ensure clinical interventions are evidence based and are consistent with policy and guidelines prescribed by Curran Place, AOD division.
- Monitor and report outcomes of nursing interventions to the Registered Nurse on shift.

### Provision of treatment services and withdrawal support

- 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.
- Communicate and build supportive relationships with clients to assist them to make best use of the program, and to make informed decisions about their future when they leave the service.
- On intake, welcome and orientate new clients to Curran Place, its routines, and explain the program.
- Ensure all clients read and understand the statement of Individual Rights and Responsibilities, and behavioural contract.
- Inform the Registered Nurse, and other staff where appropriate, of relevant interactions and communications with clients, and document in client records as appropriate.
- Undertake other elements of discharge planning including harm reduction strategies, overdose prevention and education strategies.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution

### Program support

- Contribute to the provision of educational groups and other activities as part of the overall program and encourage clients to participate fully.
- As appropriate, assist clients with daily living activities (in such a way as to maintain dignity and promote self- reliance).
- Supervise clients, and participate in meal preparation, cleaning and other regular tasks, so that these tasks become part of the learning experience for clients.
- Demonstrate high level team behaviours, communication skills and outstanding conduct toward residents of the program.

### Administration

- 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
- 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.
- Undertake other duties as directed by Manager, Senior Nurse and Registered nurse, Curran Place.

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#### 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. Person specification

#### Qualifications

- Relevant Health and or Welfare Tertiary Qualification such as Social Work, Psychology, Allied Health Sciences. Diploma of Community Services (Dual Diagnosis, AOD and MH)
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 24-months of employment).
- Competencies in dual diagnosis (or able to complete within the first 24-months of employment).

#### Experience

- Ability and preparedness to assist clients with daily living tasks in a way that preserves dignity and encourages self-reliance.
- Demonstrated ability and willingness to work as part of a multi-disciplinary team, to work under supervision, to take appropriate individual and team responsibility for the welfare of staff and clients, and to contribute to the maintenance of a safe and hospitable environment for clients in the service.
- Demonstrated skills in communicating and working with a range of people and organisations in contact with the service and clients, such as families, significant others, students, relevant self-help and mutual aid groups, referring agencies, and other treatment, support, education and vocational 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.
- Ability to understand and take appropriate responsibility for the physical care of clients (including service infection control procedures); and to observe and report communications and interactions with and between clients to the Registered Nurse and the Manager.

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- Demonstrated skills in communicating and working with persons with problematic drug and/or alcohol use; e.g. ability to deal with clients and potential clients in a calm, tolerant, non-judgemental and positive manner; ability to engage clients and potential clients in program activities.
- Agreement and willingness to work rotating rostered shifts over the full 24-hour period (including night shift).
- Demonstrated skills in teamwork and use of conflict resolution processes

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### 6. 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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### 7. Acknowledgement

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

#### Employee

Name:

Signature:

Date: