

# Position Description

**Title:** AOD Support Worker  
**Business Unit:** ReGen, Curran Place adult & mother baby withdrawal service  
**Location:** 164 Banksia Street, Ivanhoe 3079  
**Employment type:** Part time  
**Reports to:** Manager, Curran Place

## About Uniting

Uniting works 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. Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services. 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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

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## Position purpose

The AOD Support Worker 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
- supervising and providing assistance with daily living activities
- facilitating and encouraging client participation in program activities
- skills in childcare would be preferred but not essential

## Scope

**Budget:** nil  
**People:** nil

## Relationships

**Internal:**

- Reports to Manager, Senior RN and RNs at Curran Place.

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- Collaborates with AOD Support workers, intake Worker, Education and Activities workers, Family worker, Childcare workers and Administration worker at Curran Place.

### External

- Care and Recovery Workers, Intake and Assessment workers, Case managers and all external workers involved in the residents care.

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### Key responsibility areas

#### Provision of treatment services

- 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.

#### Individual Treatment Plans

- Work with clients to review and implement their individual treatment plans in conjunction with the Intake and Assessment Team.
- Communicate and build supportive relationships with clients to assist them to make best use of their individual treatment plans and the program, and to make informed decisions about their future when they leave the service.
- Review clients' progress in relation to their individual treatment plans and discuss progress with the client, and inform other ReGen staff where relevant.

#### Withdrawal Support

- On intake, welcome new clients to Curran Place, introduce them to other clients, orientate them to Curran Place and its routines and explain the program.
- Ensure all clients read and understand the statement of Individual Rights and Responsibilities, and read, understand and sign the Contract.
- Inform the Senior RN, Registered Nurse, and other staff where appropriate, of relevant interactions and communications with clients, and document in client records as appropriate.
- Where required, document admission details in client files and complete the admission procedure according to the admission checklist.
- Undertake other elements of discharge planning including harm reduction strategies, overdose prevention and education strategies.
- Provide input to clients' discharge plans.

#### 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.

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- Undertake household chores to support the functioning of Curran Place eg bed making, unpacking shopping deliveries, participation in food ordering process.
- Take clients to appointments in the community or at other services as required.

### Support for Community Connections and Post Withdrawal Outcomes

- In consultation with relevant ReGen staff, and in the context of individual treatment plans, refer clients to, and discuss client needs and progress with appropriate agencies and services.
- Build effective relationships with clients' families and significant others, and with relevant self-help and mutual aid groups, volunteers, students and other visitors to the unit, to support and enhance positive outcomes for clients.

### Supervision and professional development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by ReGen and attend relevant training as required.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution;

### 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
- 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 RN or RN at Curran Place.

### 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.

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- 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.

### Performance indicators

- Understanding of the philosophy of harm minimisation.
- Teamwork & Collaboration: Work effectively with team members and work groups to accomplish organisational and team goals; respect the needs and contribution of others.
- Innovation: Generate creative solutions, be proactive and a self-starter, seize opportunities and act upon them, to achieve better outcomes for our agency, clients and stakeholders.
- Creativity and Flexibility: Be adaptable, receptive to new ideas, respond and adjust easily to changing work demands and circumstances.
- Life-long learning: Recognise that ongoing professional development and skill enhancement is necessary in order to contribute to the growth of knowledge within the agency.
- Leadership: Be solution focused and, proactive. Work collaboratively with others and recognise, acknowledge and nurture their abilities.
- Communication: Effectively express ideas in individual and group situations, adjusting language or terminology to the needs of the audience.
- Health & Safety: Carry out tasks with an awareness of Health and Safety concerning self, others and their environment.

### Person specification

#### Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or 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

- Preferred but not essential

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Agreement and willingness to work rotating rostered shifts over the full 24-hour period (including night shift).
- 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

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calm, tolerant, non-judgemental and positive manner; ability to engage clients and potential clients in program activities.

- Ability to contribute to and support the provision of educational groups and activities for clients undergoing withdrawal.
- Ability and preparedness to assist clients with daily living tasks in a way that preserves dignity and encourages self- reliance.
- 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.
- 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, Senior RN and Manager.
- 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 teamwork and use of conflict resolution processes.
- Current Drivers Licence
- Employees must be willing and able to travel during the course of fulfilling the duties of their position, and may be required to operate out of various ReGen locations.
- To ensure we offer accessible services to clients and families, ReGen offers some programs that are outside of normal business hours. Employees in these programs are required to be available to work after hours as agreed with their supervisor.
- All employees are required to undergo a police check and those in clinical and/or management positions a working with children check. Any offer of employment is subject to the result of these checks.
- Employees in clinical positions are required to maintain up to date first aid and CPR training.
- Employees are required to familiarise themselves with and abide by ReGen policies, procedures, guidelines, operating manuals and relevant legislative compliance requirements.
- Employees are subject to the terms and conditions as per the relevant ReGen Collective Agreement.
- Employees working night shifts understand they are stand up shifts and sleeping is not permitted.
- ReGen's Ivanhoe site Curran Place is a tobacco free facility.
- Experience in childcare or qualifications may be useful in this role.

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### We are a child safe organisation

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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.

### AOD Competencies

ReGen requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies ReGen will invest in the person’s professional development by providing them through its RTO.

The competencies required in the first 12 months of employment are;

- CHCAOD001 - Work in the AOD sector – 4 days
- CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

The competencies required in the second 12 months are;

- CHCAOD002 - Work with clients who are intoxicated – 3 days
- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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

### Employee

### Manager

Name:



Signature:



Date: