Durri Aboriginal Corporation Medical Service
ABN 52 730 046 875 ICN 27
Phone: (02) 6560 2300
Fax: (02) 6562 7069
15 – 19 York Lane
(PO Box 136)
Kempsey NSW 2440

With Compliments

Position Application Package

Position Name: AHW - Drug and Alcohol - Kempsey

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Telephone: (02) 65602355

General Conditions of Employment

Position:	AHW - Drug & Alcohol - Kempsey
Position No (If applicable):	N/A
Award:	ACCHS 2010
Classification:	AHW Grade 2 to AHW Grade 4
Annual Salary Range:	**Attractive salary** from $56,157.92 to $68,507.92 Depending on qualifications and experience. **Please note:** appointment at the AHW Grade 4 Level is contingent on the successful applicant having gained AHPRA Registration as an Aboriginal Health Practitioner.
Award entitlements:	Uniform Allowance
For Identified positions:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
Employment clearances:	Selection criteria - see attached
Application:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
Closing Date:	Monday 14 May 2018 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

Over the last 30 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:
http://macleayvalleycoast.com.au/

http://www.nambuccatourism.com.au/

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. **Completed position application form** - see page 5.

2. **Covering letter**

   A covering letter not exceeding one page is required.

3. **Resume**

   Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. **Selection criteria** - see page 11.

   Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name: ……

Address: ……

Email Address: ……

Contact Numbers: ……

Drivers Licence: ☐ Yes ☐ No

Drivers Licence Class: ……

Drivers Licence expiry date: ……

Do you identify as Aboriginal or Torres Strait Islander? ☐ Yes ☐ No

Do you identify as having a disability? ☐ Yes ☐ No

Are you an Australian citizen or permanent resident? ☐ Yes ☐ No

Do you have Working with Children check number? ☐ Yes ☐ No If Yes provide WWCC No: ……

Do you have a current Police check? ☐ Yes ☐ No If Yes provide date: ……

Do you have evidence of Vaccinations? ☐ Yes ☐ No

Have you provided evidence of your Qualifications? ☐ Yes ☐ No

Where did you see this position advertised? ……

Referees	**Referee 1**	**Referee 2**
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: Aboriginal Health Worker - Drug & Alcohol	**Business Unit:** Programs
Reports To: Chief Executive Officer	**Direct Reports: Program Manager**

Primary Objective:

This position is responsible for providing culturally appropriate prevention, early intervention and clinical services in the area of alcohol and other drugs, and to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients. The key objectives of the role include:

i. Ensure that alcohol and other drugs educational and promotional components of the program are effective and culturally appropriate;
ii. Plan and implement the Durri alcohol and other drugs misuse program with the Program team;
iii. Work collaboratively with the Addiction Specialist with all alcohol and other drugs clients; and
iv. Assess alcohol and other drugs misuse and associated harms in the Aboriginal community and design and implement harm minimisation strategies.

Position Dimension & Decision Making Authority:

Without referral to manager –

- Routine clinical enquiries from clients and the community

After Consultation Managers or others –

- Complex client health problems/issues
- Actions outside policy and procedure

Referred to managers or others –

- Operational and Capital Expenditure

Key Communication Contacts:

Contact/Organisation	**Purpose/Frequency of Contact**
Chief Executive Officer	Ongoing – monitoring and review of program outputs and outcomes
Program Manager	Daily – Direction and achievement of accountabilities
Client and Community	As needed – Providing help and advice on alcohol and other drugs related problems
All staff	As needed – Linking with programs and other areas of the service where appropriate

Key Accountabilities		
Key Result Area	**Major Activities**	**Performance Measures:**
1. Clinical Care and Program Management	• Plan and provide alcohol and other drugs services, assessing alcohol and other drugs misuse in the community and providing feedback to the Program team and clinical staff where relevant on outcomes, suggested improvements and change implementation. • Provide appropriate care and clinical advice regarding alcohol and other drugs misuse to clients and source specialised support and consultation where needed. • Provide and or arrange health assessments for AOD clients • Provide education and information on carer experiences, needs and support to alcohol and other drugs staff, community groups and other relevant health services as required. • Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality at all times. • Arrange alcohol and other drugs assessments and referrals to other health and community services as required. • Plan and provide case management of alcohol and other drugs misuse clients, providing transport, advocacy and practical day to day support. • Organise and coordinate specialist alcohol and other drugs clinics related to the program to ensure appropriate health assessments and promotion through the region. • Develop and deliver training sessions to ensure all program and clinical staff are knowledgeable and aware of relevant alcohol and other drugs misuse program information.	• Achievement of Program KPIs

	• Participate in the development of alcohol and other drugs promotions and education strategies ensuring feedback from the community is incorporated into planning. • Monitor local Aboriginal alcohol and other drugs matters and needs to provide advice and action plans where appropriate.	
2. Community Care	• Liaise with the other program staff to obtain information and ensure that information regarding alcohol and other drugs misuse is accurate, easily accessible and understood by the community. • Maintain partnerships with other health services and community groups to ensure the education and communication of alcohol and other drugs misuse issues are appropriate • Obtain feedback from the community to ascertain if communicated messages have been correctly received • Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding alcohol and other drugs misuse.	• Achievement of Program KPIs
3. Team work and Collaboration	• Ensure compliance with relevant WH&S legislation and that any issues are identified and actioned in line with the policy.	• Feedback from colleagues
4. Compliance	• Comply with all relevant legislation and regulatory standards. • Obtain and record accurate alcohol and other drugs histories and information to ensure compliance to all organisational policies, procedures and legislative requirements • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups • Undertake professional clinical mentoring from area CNC – Drug & Alcohol Building Kempsey	• Has read and signed off on Staff Policy and Procedure manual • Regular reports generated through Organisational software • Exception reporting
5. Reporting	• Provide statistical and management reports to meet organisational and statutory requirements as required.	• Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports

6. Policy and Procedures	• Assist in the development of and comply with policies and procedures to ensure that the alcohol and other drugs misuse program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation	• Provide consistent and high standards of compliance with policies and best practice

Key Challenges:	**Person Specification:**
• Reduce harms associated with alcohol and other drugs misuse within the community • Achieving alcohol and other drugs program requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health.	**Qualifications & Experience –** **Skills & Experience:** • Demonstrated knowledge, skills and experience in alcohol and other drugs services • Sound knowledge of community health, public health and Aboriginal Health • Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels • Ability to build and maintain strong relationships with the community. • Strong interpersonal skills, including the ability to demonstrated empathy when required. • High level of written and verbal communication skills • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to build relationships with all levels of the organisation • Demonstrated commitment
	Essential Requirements: • Aboriginal or Torres Strait Islander descent • Certificate III qualification in Alcohol and other Drugs or Aboriginal Health Work or willingness to work toward same • Current National Police Check and Working with Children clearances • Current valid driver's license, minimum of Class "C" or equivalent

	Desirable: • Current First Aid Certificate • Certificate IV in Aboriginal Health Work (Practitioner - clinical) and current registration with AHPRA • Current immunisations or willingness to participate in staff immunisation program
	Core Competencies: • Ability to build and maintain strong relationships with the local community. • Strong interpersonal skills, including the ability to demonstrate empathy when required. • High level of written and verbal communication skills • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to build relationships with all levels of the organisation

Selection Criteria

Qualifications & Experience:

Skills & Experience:

- Demonstrated knowledge, skills and experience in alcohol and other drugs services
- Sound knowledge of community health, public health and Aboriginal Health
- Certificate III Aboriginal Health or willingness to work toward same
- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels
- Ability to build and maintain strong relationships with the local community.
- Strong interpersonal skills, including the ability to demonstrated empathy when required
- High level of written and verbal communication skills
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
- Ability to build relationships with all levels of the organisation
- Demonstrated commitment.

Essential Requirements:

- Aboriginal or Torres Strait Islander descent
- Certificate III qualification in Alcohol and other Drugs or Aboriginal Health Work or willingness to work toward same
- Current National Police Check and Working with Children clearances
- Current valid driver's license, minimum of Class "C" or equivalent.

Desirable Requirements:

- Current First Aid Certificate
- Certificate IV in Aboriginal Health Work (Practitioner - clinical) and current registration with AHPRA
- Current immunisations or willingness to participate in staff immunisation program.

Competencies:

- Ability to build and maintain strong relationships with the local community
- Strong interpersonal skills, including the ability to demonstrate empathy when required
- High level of written and verbal communication skills
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
- Ability to build relationships with all levels of the organisation.