



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

***With Compliments***

### **Position Application Package**

**Position Name:** Aboriginal Health Worker - Drug and Alcohol - Female

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:**  
**PO Box 136**  
**Kempsey NSW 2440**

## **General Conditions of Employment**

- Position:** Aboriginal Health Worker - Drug and Alcohol - Female
- Award:** ATSIHWP + ACCHS 2020
- Classification:** AHW - Grade 2 to Grade 3
- Salary:** \$57,363.28 to \$68,883.36
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

### **Your application should consist of four parts:**

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

**Completed application to:** [hr@durri.org.au](mailto: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 11 April 2022 by 5.00 pm



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## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... 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 WWCC No: .....

Do you have a current Police check?  Yes 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 - Female
Reports To:	Program Manager
Business Unit:	Program Management
Direct Reports:	
Location:	Kempsey
Primary Objective:	<p>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.</p> <p>The key objectives of the role include:</p> <ul style="list-style-type: none"> <li>• Ensure that alcohol and other drugs educational and promotional components of the program are effective and culturally appropriate.</li> <li>• Plan and implement the Durri ACMS alcohol and other drugs misuse program with the Program team.</li> <li>• Work collaboratively with all alcohol and other drugs clients, clients requiring access to nicotine replacement therapy, and</li> <li>• Access alcohol and other drugs misuse and associated harms in the Aboriginal community and design and implement harm minimisation strategies under the direction of the Program Manager.</li> </ul>
Key Accountabilities	
1. Clinical Care and Program Management	<ul style="list-style-type: none"> <li>• Plan and provide alcohol and other drugs services, assessing alcohol and other drugs misuse in the community and providing feedback to the Program team on outcomes, suggested improvements and change implementation.</li> <li>• Provide appropriate care and clinical advice regarding alcohol and other drugs misuse to clients and source specialised support and consultation where needed.</li> <li>• 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.</li> <li>• Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arrange alcohol and other drugs assessments and referrals to other health and community services as required.</li> <li>• Plan and provide case management of alcohol and other drugs misuse clients, providing transport, advocacy and practical day to day support.</li> <li>• Support specialist clinics within Durri ACMS for alcohol and other drugs and mental health clinics related to the program to ensure appropriate health assessments and promotion through the region.</li> <li>• 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 and the use of nicotine replacement therapy.</li> <li>• Participate in the development of nicotine replacement therapy and alcohol and other drugs promotions and education strategies ensuring feedback from the community is incorporated into planning.</li> <li>• Monitor local Aboriginal alcohol and other drugs matters and needs to provide advice and action plans where appropriate.</li> </ul>
2. Community Care	<ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information regarding nicotine replacement therapy and practices and alcohol and other drugs misuse is accurate, easily accessible and understood by the community.</li> <li>• Developing partnerships with other health services and community groups to ensure the education and communication of alcohol and other drugs misuse issues are appropriate as instructed by the Programs Manager.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding alcohol and other drugs misuse and nicotine replacement therapy.</li> </ul>
3. Team work and Collaboration	<ul style="list-style-type: none"> <li>• Ensure compliance with relevant WH&amp;S legislation and that any issues are identified and actioned in line with the policy.</li> <li>• Effectively collaborate with team members to ensure that the service is operating effectively</li> </ul>

	<p>and efficiently, while maintaining a harmonious team environment.</p> <ul style="list-style-type: none"> <li>• Attend all Durri ACMS Team Program meetings and other meetings as directed.</li> </ul>
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate alcohol and other drugs histories and information to ensure compliance to all organisational policies, procedures and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Assist in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.</li> </ul>
5. Reporting	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational and statutory requirements as required.</li> <li>• Record and utilise Communicare as required and directed.</li> <li>• Ensure client data information meets organisational, statutory, and funding body requirements including national key performance indicators.</li> </ul>
6. Policy and Procedures	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program.</li> <li>• Compliance with and understanding of EEO Legislation.</li> </ul>
7. Professional development	<ul style="list-style-type: none"> <li>• Demonstrate commitment to your Professional Development through participation and completion off all learning and professional activities undertaken, as identified as appropriate by the Programs Manager providing return on investment to Durri ACMS.</li> <li>• Attend all organisational training that is considered mandatory.</li> </ul>
8. Workplace Health and Safety	<ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Compliance with WHS legislative requirements and site policies.</li> <li>• Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors.</li> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property.</li> <li>• Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.</li> </ul>
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**Selection Criteria**

**Essential:**

1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977).
2. Certificate III in Aboriginal Health Worker or equivalent
3. Current First Aid Certificate, or ability to obtain.
4. High level of written and verbal communication with strong interpersonal skills, including the ability to demonstrate empathy when required.
5. Demonstrated knowledge, skills and experience in alcohol and other drugs services.
6. Demonstrated ability of high level of computer literacy; sound working knowledge of Microsoft Office software.
7. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.
8. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
9. Ability to build relationships with all levels of the organisation and the community.
10. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
11. Current valid unrestricted NSW driver licence, minimum of Class "C" or equivalent.