



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

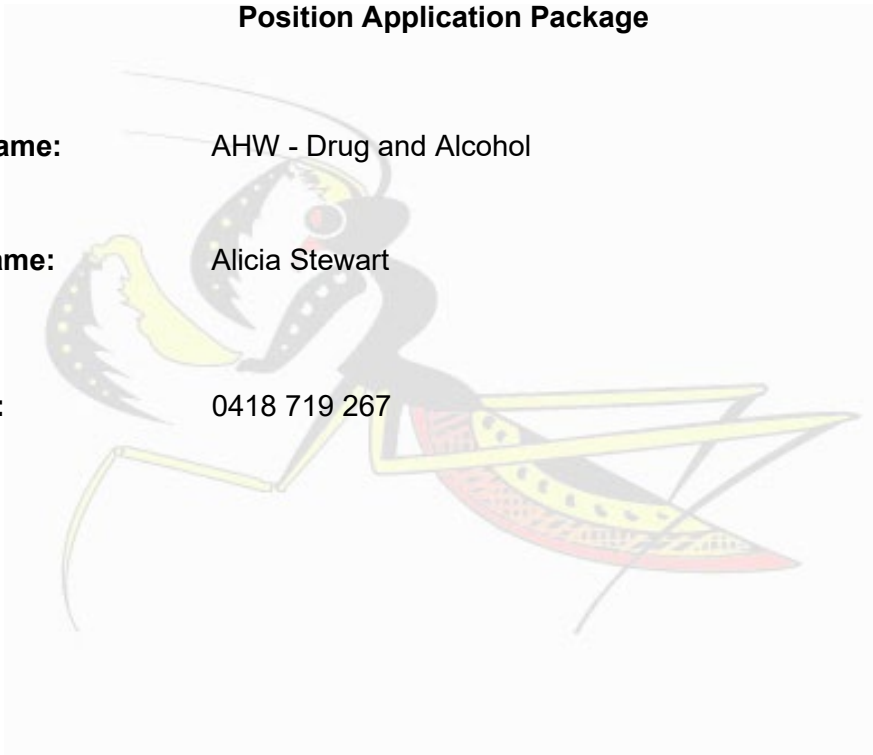
With Compliments

Position Application Package

Position Name: AHW - Drug and Alcohol

Contact Name: Alicia Stewart

Telephone: 0418 719 267



General Conditions of Employment

Position:	AHW - Drug and Alcohol
Award:	ACCHS
Classification:	AHW - Grade 3 - Level 1
Salary:	\$69,061.20 per annum
Salary packaging:	To calculate your potential benefit follow the link https://eziway.net.au

Application: Your application should consist of four parts:

1. Completed application form (page 4)

2. Selection Criteria - *Your application must answer all of the Selection Criteria essential questions, for example the questions listed 1 to 14 below, or your application will be marked unsuccessful.*

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 IV – Drugs and Alcohol or willingness to undertake
3. Demonstrated experience with development of community programs
4. Sound knowledge of community health, public health and Aboriginal Health
5. A thorough knowledge of and association with the local Aboriginal community
6. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels
7. Continuous developing professional competence and qualifications
8. High level of written and verbal communication skills
9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
10. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system
11. Current First Aid Certificate, or ability to obtain
12. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations
13. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
14. Current valid driver's license, minimum of Class "C" or equivalent

3. Resume

4. Supporting documents

- Working with children check, qualifications, registration, driver licence, national police check
- Vaccination Declaration Form, Appendix 6

(Adopted and endorsed by Durri CEO Clinical Governance Committee 10 May 2023)

Click on the links below to Complete NSW Health Undertaking/Declaration Form & find Occupational Assessment, Screening and Vaccination against Infectious Diseases Policy.

This form must be completed by all new workers, students and existing staff applying for new positions or undergoing vaccination and screening requirements outlined in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy Directive (the "policy directive"). This includes volunteers/facilitators/ contractors (including visiting medical officers and agency staff) who provide services for or on behalf of Durri ACMS.

<https://www.health.nsw.gov.au/immunisation/Documents/Occupational/appendix-6-declaration.pdf>

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022_030.pdf

Email your completed application to: Recruitment@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 26 February 2024

Application Form

Full Name:

Address:

Email Address:

Contact Number:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal and 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

Have you attached your Working with Children check? Yes No

WWCC No:.....

Have you attached your National Police Check? Yes No

Date of issue: Yes No

Have you attached your NSW Health Undertaking/Declaration Form? Yes No

Have you attached your Qualifications? Yes No

Have you attached your registration if applicable? Yes No

Where did you see this position advertised?

List two referees (one being a current manager)

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



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Position Description

Position Title: Aboriginal Health Worker –Drug and Alcohol	Business Unit: Program Management									
Reports To: Programs Manager	Direct Reports: NIL									
Employment Type: Fulltime										
Position base: Position will be based in Kempsey										
Primary Objective:										
<p>This position is responsible for providing Drug and Alcohol services to clients of Durri ACMS who reside within the Kempsey LGA.</p> <p>The key objectives of the role include providing.</p> <ol style="list-style-type: none"> 1. Ensure that alcohol and other drugs educational and promotional components of the program are effective and culturally appropriate. 2. Plan and implement the Durri ACMS alcohol and other drugs misuse program with the Program team. 3. Work collaboratively with all alcohol and other drugs clients, clients requiring access to nicotine replacement therapy, and 4. 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. 										
Position Dimension & Decision Making Authority:	Key Communication Contacts:									
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from clients, their partners and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Program Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Assistance and advice on drug and alcohol misuse related matters</td> </tr> <tr> <td>All staff</td> <td>As needed – Linking with other programs where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Program Manager	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Assistance and advice on drug and alcohol misuse related matters	All staff	As needed – Linking with other programs where appropriate	
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All staff	As needed – Linking with other programs where appropriate									

Initial:

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Program Management	<ul style="list-style-type: none"> • Plan and provide alcohol and other drugs services, assessing alcohol and other drugs misuse with Aboriginal clients in the community and providing feedback to the Program Manager on relevant outcomes, suggested improvements and change implementation. • Provide and or arrange health assessments for drug and alcohol 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 for Aboriginal drug and alcohol clients of Durri ACMS. • Uphold the dignity and rights of families, carers and consumers while always respecting privacy and confidentiality. • 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 and advocacy. • Monitor local Aboriginal alcohol and other drugs matters and needs to provide advice and action plans to the Programs Manager. • Participate in the development of alcohol and other drugs promotions and education strategies ensuring feedback from the community is 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Use of Communicare • Participation in relevant meetings at the discretion of the Programs Manager • Feedback from colleagues and community

Initial:

	<p>incorporated into planning in liaison with the Program Manager.</p> <ul style="list-style-type: none"> • Monitor local Aboriginal drug and alcohol health needs and trends and provide advice and action plans where appropriate. • Other duties that may be required from time to time. 	
2. Community Care	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding drug and alcohol misuse is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of alcohol and other drugs misuse issues are appropriate in liaison with the Program Manager. • 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. 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Participates in the planning and delivery of communication about the program, and what it can offer, to a diverse range of local community stakeholders within the Kempsey area
3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with Program team members to ensure that the drug and alcohol program is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. 	<ul style="list-style-type: none"> • Feedback from colleagues • Feedback from clients

Initial:

	<ul style="list-style-type: none"> • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation. • Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients of the drug and alcohol program. 	
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate client 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. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation. • Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement. 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards • Has read and signed off on Staff Policy and Procedure manual • Utilisation and reporting from Communicare • Participates in Professional Development to meet Program requirements • Participate in program quality improvement activities.
5. Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible. • Compliance with WHS legislative requirements and site policies. 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards

Initial:

	<ul style="list-style-type: none"> • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors. • Report all hazards, accidents or incidents which could result in injury to others or damage to property. • 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. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Use of Communicare • Attendance at meetings as per requested by the Programs Manager
7. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the drug and alcohol 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. 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Initial:

PD_F2070101_AHW _Drug and Alcohol_Effective 00/00/00_Reviewed 17/01/2024_Next review 17/01/2025_Version 1

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Establishing, maintaining relationships with Aboriginal drug and alcohol clients of the program to ensure successful outcomes for the family. • Achieving Aboriginal drug and alcohol requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health • All persons appointed to positions within Durri ACMS's will complete training as deemed appropriate by the Programs Manager for their relevant position and provide/support the organisation with health promotion activities. 	<p>Qualifications & Experience –</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent (<i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977</i>) 2. Certificate IV – Drugs and Alcohol or willingness to undertake 3. Demonstrated experience with development of community programs 4. Sound knowledge of community health, public health and Aboriginal Health 5. A thorough knowledge of and association with the local Aboriginal community 6. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels 7. Continuous developing professional competence and qualifications 8. High level of written and verbal communication skills 9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands 10. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system 11. Current First Aid Certificate, or ability to obtain 12. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations 13. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance 14. Current valid driver's license, minimum of Class "C" or equivalent

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