



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 – Alcohol & Other Drugs

Contact Name: Paula Skinner

Telephone: (02) 6560 2300



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:	AHW – Alcohol & Other Drugs
Award:	ATSIHWP + ACCHS 2020
Classification:	AHW Grade 3 Level 3
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 9 below, or your application will be marked unsuccessful* Completed application to:

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 implement and facilitate AOD / NRT support programs
10. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
11. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system
12. Current First Aid Certificate, or ability to obtain
13. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations

14. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance

15. 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/PD2024_015.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: Tuesday 27 October 2026 by 5.00pm - No late applications will be accepted.



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

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 National Police check? ☐ Yes ☐ No Date of issue:

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: Senior Aboriginal Health Worker – Drug and Alcohol - Female	Business Unit: Program Management	
Reports To: Programs Manager	Direct Reports: NIL	
Employment Type: Fulltime		
Position base: Position will be based in Kempsey		
Primary Objective:		
This position is responsible for providing Drug and Alcohol services to clients of Durri ACMS who reside within the Kempsey LGA.		
The key objectives of the role include providing.		
<div><div></div><div><div>1.</div><div>Ensure that alcohol and other drugs educational and promotional components of the program are effective and culturally appropriate.</div></div><div><div>2.</div><div>Plan and implement the Durri ACMS alcohol and other drugs misuse program with the Program team.</div></div><div><div>3.</div><div>Plan and facilitate weekly Community Based AOD and Nicotine Replacement Therapy support programs.</div></div><div><div>4.</div><div>Work collaboratively with all alcohol and other drugs clients, clients requiring access to nicotine replacement therapy, and</div></div><div><div>5.</div><div>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.</div></div></div>		
Position Dimension & Decision Making Authority:	Key Communication Contacts:	
Without referral to manager – <ul style="list-style-type: none">Routine enquiries from clients, their partners and the community After Consultation Program Manager or others – <ul style="list-style-type: none">Complex client health problems/issuesActions outside policy and procedure Referred to Program Manager or others – <ul style="list-style-type: none">Operational and Capital Expenditure	Contact/Organisation	Purpose/Frequency of Contact
	SEWB Team Leader	Daily – Direction and achievement of accountabilities
	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

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. Facilitate weekly Alcohol and Other Drug support groups in the community. Facilitate weekly NRT support groups. Coordinate weekly addiction clinic in conjunction with AOD addiction specialist. 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. 	<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 Number of participants attending AOD support groups Number of participants attending NRT support groups Compliance with regulatory paperwork for Addictions clinic

Initial:

	<ul style="list-style-type: none"> • 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 incorporated into planning in liaison with the Program Manager. • 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. • Develop and implement community engagement days regarding information on Alcohol and Other Drug use in 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 • Number of community information events conducted • 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

Initial:

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. • 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. 	<ul style="list-style-type: none"> • Feedback from colleagues • Feedback from clients
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 	<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.

Initial:

	review of case reports to identify achievements and areas for improvement	
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. • 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 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards
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 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Initial:

	<p>updated First Aid Certificate and participation in Staff immunisation Program</p> <ul style="list-style-type: none"> • Compliance with and understanding of EEO Legislation 	
--	---	--

Initial:

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 implement and facilitate AOD / NRT support programs 10. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands 11. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system 12. Current First Aid Certificate, or ability to obtain 13. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations 14. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance 15. Current valid driver's license, minimum of Class "C" or equivalent

Initial: