

Position Description: Residential Youth AOD Worker



Vision:	A community where all young people are valued, included and have every opportunity to thrive								
Purpose:	To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.								
Values:	<table><tr><td>Honesty</td><td>We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation</td></tr><tr><td>Empowerment</td><td>We create a positive environment for staff and young people to make valuable contributions</td></tr><tr><td>Acceptance</td><td>We accept and value the diversity of people, cultures and life's experience</td></tr><tr><td>Respect</td><td>We respect the rights of others and treat others as we would like to be treated</td></tr></table>	Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation	Empowerment	We create a positive environment for staff and young people to make valuable contributions	Acceptance	We accept and value the diversity of people, cultures and life's experience	Respect	We respect the rights of others and treat others as we would like to be treated
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Location:	Glen Iris/Fitzroy/Geelong Residential Withdrawal Unit								
Employment Status:	Casual								
Remuneration:	Annual salary SCHCADS Level 3-4 (dependent on qualifications and experience) plus 9.5% Employer superannuation, salary packaging								
Responsible to:	Manager YSAS Glen Iris/Fitzroy/Geelong								
Direct reports:	NIL								
Key responsibilities:	Direct Service Activities, Administration, Teamwork, Service Promotion, Compliance and Professional Conduct.								
Primary Purpose:	As a Youth AOD worker you will be assisting with vulnerable young people in need of support 24 hours a day, 7 days a week. This position is part of a multidisciplinary team and is required to work a 24 hour rotating roster which includes day, evening and overnight shifts. The application of clinical skills in the assessment and support of drug and/or alcohol withdrawal (including medication management) from substance use as well as a focus on primary health care for vulnerable young people.								

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Key Responsibilities

Key Area	Key Responsibilities	Agreed Achievement
<p>Direct Services Activities</p>	<ul style="list-style-type: none"> • Conduct assessments of young people, where appropriate. Primarily, this will involve the successful application of withdrawal scales across a range of substances. • Undertake shifts that cover 24 hour/7 days a week roster as requested. • Provide intensive support to young people preparing to exit the program such as relapse prevention and harm reduction messages. • Development and monitor care plans/ management plans/medical management with young people. • Develop, organise and contribute in activity-based recreational and therapeutic programs with young people to advance their skills. • Provide a comprehensive range of care and support interventions to young people whilst in the residential Unit. • Facilitate meal preparation and other household activities with young people. • The provision of primary health information to young people. • Ongoing care and maintenance of the physical residential environment. • Supervision of young people whilst on outings. • Other duties as may be reasonably directed by the employer from time to time, and which are consistent with your position. • Facilitate house meetings and group activities. 	<ul style="list-style-type: none"> • Be part of a multidisciplinary team and work rotating shifts which include day evening and night. • Provide support of young people with substance use issues within a harm minimization framework. • Facilitate groups for young people around substance use and other issues. • Understand and adhere to YSAS medication policies and procedures and clinical practice guidelines. • Conduct comprehensive assessments. • Promote a safe and friendly environment at all times. • House meetings and group activities are facilitated and discussed by the team members

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Administration	<ul style="list-style-type: none"> • Ensure client files and database are up to date, accurate and meet both organizational and legislative requirements. • Participate in staff meetings and staff training as required. • Ensure incident reports are timely and meet organizational procedures. • Participate in regular supervision with relevant Manager / Senior Worker. • Ensure all administration, data recording and financial accountability processes are known and adhered to. • Provide written documentation at regular intervals regarding the progress of key objectives identified for this project. 	<ul style="list-style-type: none"> • Complete administration tasks, meeting organizational procedures as requested. • Develop knowledge and skills through supervision, site meetings and professional development meetings. • Complete the progress reports as specified by management team.
Service Promotion	<ul style="list-style-type: none"> • Maintain positive stakeholder relationships with external services such as schools, TAFE, Housing and Health services; • Liaise with external stakeholders within the community regarding referral of residents to appropriate community services; • Collaborate with other support services and community based activities to integrate support and provide optimal service provision; • Attend regular stakeholder meetings as directed by Manager. • Participation in evaluation and ongoing monitoring of the program. 	<ul style="list-style-type: none"> • Develop and maintain formal / informal relationships in order to achieve goals; • Attend network meetings in order to maintain positive relationships; • Collaborative partnerships with relevant stakeholders are developed;

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Continuous Improvement	<ul style="list-style-type: none"> Contribute to continuous quality improvement in relation to service delivery; Developing linkages with referral services; Participation in evaluation and ongoing monitoring of the program; Include clients in the evaluation of the service where appropriate; Collaborate with other support services and community based activities to integrate support and provide optimal service provision. 	
Professional Conduct and Relationship Management	<ul style="list-style-type: none"> Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, EEO policy Demonstrated commitment to YSAS' organisational values Provide highest ethical standards at YSAS; not only to young people in the communities we serve, but to our co-workers and ourselves Undertake proactive identification and on-going management of stakeholders, including suppliers and auditors Work collaboratively with staff across the organisation to ensure organisational needs are understood, recognised and responded to, as well as staff are supported in their services 	<ul style="list-style-type: none"> On every occasion YSAS is represented ethically and professionally. Good working relationships with stakeholders Organisational needs understood

Position Requirements

Education	<ul style="list-style-type: none"> Tertiary qualification(s) in a health or youth related discipline (i.e. Social Work, Youth Work, Family Studies, etc.); <p>Desirable:</p> <ul style="list-style-type: none"> Certificate IV in Alcohol and Other Drugs, A current First Aid (Level 2) certificate
Experience	<ul style="list-style-type: none"> Experience in Working with young people in a structured and policy directed environment. Experience working respectfully with young people who are at risk of disengaging from school, family and community, and who may exhibit challenging behaviours.

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Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of and understanding of the key issues facing young people • Well organised but able to flex and manage competing priorities and deadlines • Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills • Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions • Good judgment, able to influence senior managers and seen as a credible source of advice
Personal qualities	<ul style="list-style-type: none"> • A team player, able to work in a collaborative way. • Supreme tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion. • Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. • Commitment to YSAS' values and a working style that reflects these
Other Requirements	<ul style="list-style-type: none"> • Current Victorian Driver's Licence • Current and ongoing successful National Police check • Current and ongoing Working With Children Check

Key Selection Criteria

<ol style="list-style-type: none"> 1. Experience working with young people with complex alcohol and drug issues in a residential withdrawal setting and within the context of harm reduction. 2. Experience in designing and facilitating groups with young people, ability and willingness to participate in recreational and other activities with young people. 3. Demonstrated understanding of care planning and review. In addition to responding to crises and accessing other support services. 4. Highly developed engagement and communication skills with young people from a range of backgrounds (including cultural awareness) and age groups, including ability to model appropriate behaviours and motivate young people. 5. Maintain a professional approach in all channels of communication with stakeholders i.e. report writing, case notes, data recording, phone, email and face to face. 6. Ability to practice a range of interventions including assessment, education, advice and guidance about drug and/or alcohol issues, especially in the context of residential treatment.

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I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

SIGNED

Residential Youth AOD Worker

Name:

Date:

Manager

Name:

Date: