



## Case Worker

# APPLICATION PACK

Position Title	Case Worker
Program/Division	Queensland Corrective Services Substance Misuse Program
Pay Level	Social, Community Housing & Disability Services Award Level 4
Position Type	30.4hrs per fortnight
Location	Southern Region (Dalby & Toowoomba)
Contact	Katie Farmer, Support Services Co-ordinator
Phone	07 3620 8801
Email Application	<a href="mailto:katief@drugarm.com.au">katief@drugarm.com.au</a>
Closing Date	Please submit your application as soon as possible for consideration.

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All Applications must include the following to be considered for the advertised position:

- Cover Letter
  - Resume
  - Written responses to Selection Criteria
  - Working with Children Check
  - National Police Check
  - Proof of Professional Body registration
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## About the Organisation

Drug Awareness Rehabilitation and Management (Drug ARM) is a not for profit organisation committed to reducing harms associated with alcohol and other drug use. Drug ARM has been a specialist provider of alcohol and other drug services since 1980 and currently operates throughout Queensland, New South Wales and South Australia.

Our vision of flourishing peoples and communities living free from the harms of alcohol and other drugs is achieved through our commitment to delivering the highest standard of awareness, rehabilitation and management solutions.

## Accountability

- To:** The Drug ARM Executive Director (ED) or nominee
- By:** Providing verbal and written reports on a monthly basis, or as otherwise required;
- For:** The effective and efficient delivery of roles and responsibilities in line with the policies, procedures and practice frameworks, defined outcomes and the position description.

## Background

Queensland Corrections Service is funding Drug ARM to deliver the provision of substance misuse individual counselling in Community Corrections district office settings for persons under community supervision who are experiencing problematic alcohol and other drug use. The delivery locations will include Community Corrections District Offices and permanent reporting Centres across Queensland.

## Position Overview

Case Workers will attend defined Community Corrections offices from 9.00am – 5.00pm on agreed days between Monday to Friday (excluding Public Holidays) and will offer one (1) hour appointments on the designated days. The Objective of the Program is to provide a drug and alcohol counselling delivered in accordance with Harm Minimisation, the Bio-psycho-social model and a Recovery Framework approach. The workers will be required to conduct an initial assessment with the program participants to build rapport, develop a case formulation and treatment plan. Workers will be required to provide regular progress reports to Referring Officers regarding individual offenders (participants) and will engage in conversation pertaining to the same.

## Responsibilities

The **Case Worker** will be responsible to operate within the framework and principles of harm minimisation as articulated in *National Drug Strategy 2017-2026*, the National Aboriginal and Torres Strait Islander Peoples' Drug Strategy (2014-19) and the Queensland Alcohol and Other Drug Treatment Service Delivery Framework 2015 (and subsequent revisions of these documents)

The Case Worker will;

- recognise the spectrum of substance use and stages of change
- work with clients across all stages of substance use
- respond to the full range of psychoactive substances available (including alcohol, tobacco, licit and illicit drug use, pharmaceutical drug misuse, emerging synthetics, poly drug use)
- consider the support needs of the client and their family, including dependent children.
- respond to the method of use and associated risk factors, in recognition of the fact that drug use trends change rapidly

## Requirements

1. Deliver individual counselling sessions to persons under community supervision to address substance use and related issues.
2. Identify goals and psychosocial issues, case formulation, treatment plans, interventions and discharge/post treatment including relapse prevention.
3. To ensure the service are delivered across a range of Community Corrections District offices.
4. Work collaboratively with District office staff and other relevant agencies.
5. Other duties as required from time to time to enhance services

## Pre-requisites for the Position

### Qualification and Experience:

- Undergraduate qualifications in health/human services; minimum two (2) years' experience in the sector; and membership with a relevant professional body **OR**
- Achievement of/be working towards a relevant undergraduate qualification with experience in delivering alcohol and other drug services; *OR*
- Certificate or Diploma level qualifications with strong experience in delivering AOD services: **OR**
- No qualifications but intensive experience in delivering AOD services.

Staff will be required to have membership with a relevant professional body (or be working towards) and be a holder of a **current Blue Card**.

### Criminal History Checks

Staff will be required to undergo a Criminal History Check conducted by Queensland Police and will also be required to complete Correctional Centres Criminal History Disclosure and Consent form. A **QCS ID** card will be required prior to staff accessing correctional facilities.

**Offers of Employment will only be made after, Drug ARM is in receipt of Criminal History and Blue Card approvals**

### Skills, Knowledge, Experience, Qualifications and/or Training:

- Knowledge of statutory requirements relevant to work;
- Knowledge of organisational programs, policies and activities

- Sound discipline knowledge gained through experience, training or education;
- Knowledge of the role of the organisation and its structure and service;
- Able to build effective relationships and partnerships
- Strong communication skills
- Strong community links

### Attitude:

- Adhere to and practice the organisation's mission, vision and core values
- Be proactive, positive, enthusiastic, energetic, responsible and friendly
- Provide positive constructive feedback for fellow staff, supervisors, volunteers and students
- Be committed to providing quality programs and excellent services and support that represent leadership and innovation

### Selection Criteria

Please respond to each criteria question to the best of your ability.

It is not expected that all applicants will have the required experience, skills and/or knowledge in all of the identified areas. The most suitable candidate may be the one who is honest about his/her limitations and openness to new learning and skills.

- SC1** Relevant qualifications and/or experience based on the pre-requisites for this position.
- SC2** Demonstrated understanding of alcohol and other drug issues and and other at-risk behaviours.
- SC3** Demonstrated clinical skills in assessment, case management, case formulation, counselling, detox support, psycho-education, social skills training, relapse prevention, care coordination and referral
- SC4** Experience building rapport, with mandated clients (persons under community Supervision)
- SC5** Demonstrated understanding of the Stages of Change model and in particular, relapse prevention strategies
- SC6** Good interpersonal skills including communication skills, and demonstrated ability to establish effective working relationships with stakeholders.
- SC7** A good knowledge of, and skills in using the internet, Microsoft Outlook, report writing and client management databases

### Other Requirements

- Willingness to work within the spiritual principles of the organisation
- Police and/or Security clearances
- A valid Australian Driver's Licence
- Travel to the National Office or other locations for development and training