



POSITION DESCRIPTION

Title of Role:	Senior Youth Alcohol and Other Drug Worker	Classification Level:	6
Business Unit:	AOD Outreach	Type of Appointment:	Fixed Term
Division:	Operations	Position Number:	TBC
Award Type	SCHCADS		

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

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.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose

The Senior Youth Alcohol and Other Drug Worker will provide support to staff across the Care Hub's multi-disciplinary team working closely with team members to strengthen the evidence based therapeutic interventions, professional practice and development through specialist secondary consultation, case planning processes, AOD Education, appropriate AOD assessment, referral and linkages servicing the Loddon region.

Reporting Relationships

This role reports to the Bendigo AOD Manager

Key Relationships/Interactions

The primary stakeholders that this role will interact with are:

- Department of Justice and Community Safety - Youth Justice and Community Corrections
- Bendigo Community Health
- Anglicare Victoria
- Berry Street
- ACSO/COATS
- Bendigo and District Aboriginal Co-operative (BDAC)

- Department of Health and Human Services – Child Protection
- Aboriginal Child Specialist Advice and Support Service (ACSASS)
- Other Youth Services

Key Challenges

Incumbents in this role must:

- Direct service activities, referral networks and pathways, administration, program development, compliance and professional conduct. As part of the role, the Youth AOD Senior Practitioner will form co-operative and collaborative relationships with other service providers to avoid duplication of services and maximise the use of available resources.

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Copies of all relevant qualifications.

Other relevant role information

- It is preferable that incumbents in this role have a current First Aid Certificate (level 2) – this may be completed during incumbent's probation.
- Some out of hours work may be required.
- The incumbent of this role may be required to work at various different YSAS sites depending on YSAS operational requirements.

YSAS Conditions

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice
- Other YSAS policies and procedures, which may be amended from time to time.

Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Senior Youth Alcohol and Drug Worker is responsible for:

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Service Delivery	<ul style="list-style-type: none"> • Conduct and contribute to complex Youth AOD Assessments and developmentally appropriate care planning of identified young people • Provide a range of evidence based therapeutic models and frameworks with a focus on harm reduction, relapse prevention and drug education • To provide outreach and support to young people (including outside normal business hours) with a focus on reunification and the safety and wellbeing of children and young people within the family home. 	<ul style="list-style-type: none"> • Provide initial service response to referred eligible clients • Facilitate groups for young people around substance use and other issues. • Ensure clinical case reviews occur for clients as needed. • Provide family inclusive practice to support the development and

	<ul style="list-style-type: none"> • Develop and implement treatment plans and rehabilitation strategies with young person and family/care givers • To develop good working relationships with consortium partners including Aboriginal services to ensure cultural safety in our practice; to promote best outcomes for children, young people and their families. • To work within a collaborative care team approach with consortium members and relevant stakeholders, including Child Protection to promote best outcomes for client. • To fulfil the program obligation regarding case load requirements, targets, case recording, statistics and other data collection. 	<p>maintenance of family relationships.</p> <ul style="list-style-type: none"> • Provide support to targeted groups via out posting at other services/sites. • Establish formal arrangements with key stakeholders to ensure care coordination / secondary consultation activities • Service delivery is consistent with funding guidelines and best practice.
Consultancy and Advice	<ul style="list-style-type: none"> • Provide specialist Youth AOD secondary consultation and support to the Care Hub case planning process • Develop and manage linkages with referral services. • Where possible, include young people in the evaluation of the service. • Collaborate with other support services and community based activities to integrate support and provide optimal service provision. 	<ul style="list-style-type: none"> • Contribute to the development and maintenance of an innovative service delivery model for young people (from the target population).
System Management	<ul style="list-style-type: none"> • Ensure client files and database are up to date, accurate and meet both organisational and legislative requirements. • Ensure incident reports are timely and meet organisational procedures. • Participate in regular supervision with the site Manager. • Ensure OHS issues are recognised and acted upon. 	<ul style="list-style-type: none"> • Ensure quality improvement is adhered to in line with YSAS procedures. • Ensure effective service is delivered and referral pathways are specific to the target group. • Participate in regular client review. • Comply with the processes and guidelines of the YSAS Model of Care.
Stakeholder Engagement	<ul style="list-style-type: none"> • Provide referral and links to a range of youth services including primary health, housing, legal, justice, employment/educational and recreational services. • Identify, develop and manage collaborative relationships with key stakeholders to enhance service co- ordination. • Provide secondary consultation to internal and external services. • Attend relevant network meetings as requested. • Demonstrate professional and ethical communication with all networks. • Articulate YSAS relationships based approach with relevant stakeholders. 	<ul style="list-style-type: none"> • Develop collaborative partnerships with relevant stakeholders. • Develop and maintain formal/informal networks in order to achieve goals. • Attend network meetings as directed, in order to maintain positive relationships. • Represent YSAS ethically and professionally on every occasion. • Develop an understanding of YSAS practice frameworks.

Continuous Improvement	<ul style="list-style-type: none"> • Contribute to continuous quality improvement in relation to service delivery. • Create an environment that supports the review and improvement of team processes to support service delivery. • Participation in evaluation and ongoing monitoring of the programs, services, and systems. • 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. • Develop, propose and apply solutions, new ideas and practice methods for partners, with a view to promoting continuous improvement 	<ul style="list-style-type: none"> • Ensure all work complies of the relevant legislation/ regulations, YSAS' policies and procedures • Ensure confidentiality of documentation is maintained • Ensure quality improvement activities are documented and promoted.
Corporate Compliance	<ul style="list-style-type: none"> • Current Victorian Driver's Licence • Current and ongoing Working with Children Check • Current and ongoing National Police Check 	<ul style="list-style-type: none"> • Successful check supplied when required

Qualifications, Skills, Knowledge and Experience relevant to the role

Education	<ul style="list-style-type: none"> • Relevant qualifications in Youth Work, AOD, Social Work, Psychology or equivalent qualifications • A current First Aid (Level 2) certificate is desirable.
Experience	<ul style="list-style-type: none"> • Demonstrated experience (minimum 5 years) in youth work • Significant experience in and understanding of engagement issues related to young people. • Significant experience in and understanding of mental health, drug and alcohol and other health issues young people experience. • Experience and expertise in presenting cases for group peer review.
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge and understanding of the key issues facing young people. • Well organised, and able to be flexible in managing competing priorities and deadlines • Excellent written and verbal 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 others 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. • Has 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

Behavioural Capabilities

Descriptors below detail the behavioural capabilities required for performance in the Youth AOD Outreach Worker. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in YSAS's Performance Matrix. This broader group of behaviours are applicable to your ongoing success in this role.

Category	Level	Behaviours
Strategic Direction	Operational	<ul style="list-style-type: none"> • Understands and applies change management principles • Promotes creative and innovative thinking • Supports and communicates YSAS' goals and direction • Translates objectives into practical terms to others • Communicates risks and issues from employees to senior management • Is sensitive to political drivers influencing priorities and decisions • Actively participates in business planning • Reinforces the need for change and innovation in YSAS
Achieves results	Operational	<ul style="list-style-type: none"> • Confidently makes judgements about which tasks to prioritise and which to re-negotiate • Applies new and innovative approaches to achieve outcomes • Sets clear expectations around quality of work and timeframes • Monitors progress towards the achievement of goals • Takes responsibility for the delivery of quality and timely results • Ensures solutions are practical and achievable • Prioritises workload effectively and negotiates deadlines where appropriate
Business Excellence	Tactical	<ul style="list-style-type: none"> • Promotes and ensures employees engage in performance development opportunities • Mentors employees in preparation for succession planning • Provides praise and recognition in an appropriate manner • Challenges others to seek business improvements • Identifies areas for budget savings • Manages unsatisfactory performance promptly • Monitors team performance against other work groups • Delegates effectively and assigns the appropriate resources
Working Relationships	Tactical	<ul style="list-style-type: none"> • Understands the extent for potential to compromise and uses this in negotiation • Consults with relevant stakeholders about changes which may impact on their work • Shares resources to achieve common goals • Actively identifies key internal and external stakeholders and builds rapport with these individuals • Adapts their approach to suit the situation and audience • Understands the needs of others and uses this for motivation • Listens actively and responds in a clear and concise manner
Personal Drive and Professionalism	Tactical	<ul style="list-style-type: none"> • Models courteousness and professionalism in the workplace • Demonstrates integrity and ethical behaviour • Challenges opposing views in a respectful manner • Remains positive when faced with difficult challenges • Seeks feedback on performance • Seeks learning opportunities to strengthen areas for personal development • Ensures procedures are put in place to maximise safety and welfare in the workplace

Selection Criteria for Appointment into Role

1. Experience in and understanding of the treatment and care of young people in the areas of substance use, crime prevention, mental health challenges and at times working with young people and their families from culturally and linguistically diverse (CALD) backgrounds.
2. Demonstrated knowledge and understanding of adolescent development and ability to practice a range of interventions including complex forensic assessments, case work / case management approaches, care planning and review, advocacy, group work, crisis intervention and collaborative outreach based service delivery.
3. Ability to practise and educate others in a range of AOD interventions; including the principles of harm minimisation and relapse prevention.
4. Experience in providing case management approaches, care planning and presenting cases for peer review.
5. A thorough understanding of the complexities and function of youth outreach programs, approaches and frameworks.
6. Demonstrated networking and stakeholder management skills, and the ability to work collaboratively with partners and external agencies [e.g. government, NFP, and other sector funders and leaders]
7. Highly developed engagement and communication skills [eg: with young people, staff and management.
8. Demonstrated knowledge of the legislative and operating environment of the Child Protection and Youth Justice system.

Incumbent Statement

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.

Acknowledged by occupant	_____	_____	/ /
	(Print name)	(Signature)	
Acknowledged by line manager	_____	_____	/ /
	(Print name)	(Signature & title)	

Job and Person Specification Approval

...../...../..... DELEGATE (GM or Chief)