

# CAAPS Aboriginal Corporation

## Position Description

<b>Position Title</b>	<b>AOD Program Facilitator</b>
<b>Area</b>	<b>Berrimah, Northern Territory</b>
<b>Reports To</b>	<b>AOD Clinical Coordinator</b>
<b>Direct Reports</b>	<b>Nil</b>

### Position Purpose

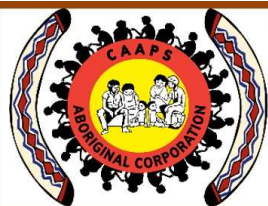
Facilitate the delivery of CAAPS AOD Treatment Programs aimed at the empowerment of participants experiencing substance use issues. Support participants to engage and benefit through program participation, and communicate with internal and external stakeholders involved with client care

### Key Performance Indicators

- CAAPS program sessions including off site activities, and life skills sessions are developed, delivered, and evaluated with consideration to the cultural needs of clients.
- Weekly timetables for the adults and families are prepared, are innovative, and creative opportunities to enhance client's experience.
- Records are kept of attendance, participation, engagement, and feedback.
- Program delivery is prepared and planned for in advance ensuring resources are available.
- Work alongside Case workers to prepare and coordinate client graduations.

### Responsibilities

- Work within the treatment framework developed specifically for CAAPS treatment programs.
- Develop weekly timetables in collaboration with the AOD Clinical Coordinator that include opportunities for psychoeducation, life-skills and activities to meet the needs of the client group.
- Deliver high quality, approved psychoeducation, and life-skills sessions as per timetable.
- Facilitate group sessions with consideration to best practice, cultural and group dynamics.
- Display a strength based and client centred attitude by facilitating the delivery of the program in a sensitive and aware manner, giving observance to culture and trauma.
- Provide individual program support as required to ensure clients success and to promote client's emotional wellbeing.
- Work positively as a member of a multidisciplinary team, attend team meetings and clinical supervision
- Establish networks and relationships with remote and urban-based communities and organisations.
- Ensure adequate feedback is captured to contribute to the evaluation and development of programs, and participate in processes related to the review of CAAPS treatment programs.
- Collect information, provide data and feedback for reports as directed by management.
- Participate in quality management and business planning activities as required to assist in maintaining CAAPS accreditation.
- Ensure all incidents/accidents and identified hazards are reported in accordance with the WHS policy and procedure e.g. lodging incident reports in Loqiqc QMS.
- Demonstrate CAAPS values within all activities and an employee.
  - Willingness to maintain a drug-free lifestyle, as a drug test will be conducted upon employment and can also be requested by Management at any time.
  - Other duties as requested within the competences of the position.



# CAAPS Aboriginal Corporation

## Key Selection Criteria

- Demonstrated ability to deliver educational programs to Aboriginal people
- Demonstrated knowledge and skills delivering individual and group work interventions including ability to manage group dynamics and behaviour.
- Ability to work with people experiencing alcohol and other drugs issues.
- Facilitate activities aimed at engaging adults with varying levels of numeracy, literacy, and ESL.
- Ability to develop rapport, be non-judgemental and deliver a trauma informed support
- Ability to keep up to date with current drug and alcohol best practice and to provide information and support to clients
- Demonstrated ability to work positively both as part of a multidisciplinary team and with individuals
- Ability to work with minimal direct supervision
- Excellent written and verbal communication, competent administrative and documentation skills.
- Demonstrated computer skills including MS Suite, email, data collection/input
- Dedicated and careful; high level of accuracy and attention to detail

## Knowledge

- Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
- Demonstrated understanding of current issues impacting the delivery of AOD treatment for individuals and families affected by substance misuse.
- Understanding of skills required to enhance program facilitation.
- A sound knowledge of current local and national strategies related to the AOD field.
- Demonstrated understanding of Work Health and Safety issues/requirements

## Experience

- Experience working with people with substance use issues including provision of health related services.
- Minimum qualification in Certificate or Diploma IV AOD, community services or similar field.
- Cert IV in Training and Assessment or other qualification in education desirable.

\*Please provide the following **with your application**:

- Selection criteria responses
- Copies of any relevant qualifications
- Copy of current NT Driver's License (minimum C Class)
- Copy of current First Aid Certificate
- Copy of a Criminal History Check
- Copy of current Ochre Card (Category E), or evidence of application
- Proof of vaccination against Covid-19

Version : 2  
Date created : September 2021  
Review date : reviewed June 2022  
Approved by : **Jillian Smith, CEO**