



Case Worker

APPLICATION PACK

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| Position Title | Case Worker |
| Program/Division | Police and Court Diversion (PCD) |
| Pay Level | Social, Community Housing & Disability Services Award Level 4 |
| Position Type | 68.4 hrs per fortnight |
| Location | Mackay |
| Contact | Katie Farmer, Support Services Co-ordinator |
| Phone | 07 3620 8801 |
| Email Application | katief@drugarm.com.au |
| Closing Date | Please submit your application as soon as possible for consideration. |

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
 - ☒ Proof of COVID-19 Vaccination or approved Medical Exemption (per current Public Health Direction and Organisational requirements)
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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.

Position Overview

The Police /Court Diversion delivers a standardised assessment and educations to people in possession of substances and diverted through Police Diversion Program or the illicit Drugs Court Diversion Program. The session may include assessment, brief intervention, education and information, motivational interviewing, relapse prevention, and referral.

The Case Worker works within a team and has accountability and responsibility for delivering a professional, efficient, non-judgemental and empathetic service. Experience in working with culturally, educationally, linguistically and socially diverse individuals and organisations will be valuable.

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*

Staff will be required to have membership with a relevant professional body (or be working towards)

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 with Aboriginal Torres Strait Islanders/CALD groups
- Strong communication skills
- Strong community links Strong leadership skills and ability to work in a team

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
- Adhere to the code of dress at all times

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** Demonstrated experience working in the alcohol and other drug field and/or qualifications relevant to the requirements of this position.
- SC2** Demonstrated skills in assessment and early interventions.
- SC3** Demonstrated experience in effectively delivering short-term interventions and referrals.
- SC4** Good interpersonal skills including a high standard of written and oral communication skill and demonstrated ability to establish effective working relationships.
- SC5** Proven experience and demonstrated ability to work effectively with minimum supervision.
- SC6** Demonstrated knowledge and skills in using the MS Office suite of programs, internet, email and database for data collection.
- SC7** Ability to develop & maintain office systems and workflows/process.

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
- ☒ Proof of COVID-19 Vaccination or an approved Medical Exemption