

Female Alcohol and Other Drugs Case Worker

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Hours per week	Full time	Pay Classification	4.1
Reports to	Program Manager of Wellbeing	Secondary Report	Director of Community Health & Wellbeing
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
Bendigo & District Aboriginal Cooperative (BDAC) is an Aboriginal Community Controlled Organisation (ACCO). BDAC is registered as a member under the umbrella of Victorian Aboriginal Community Controlled Health Organisation (VACCHO) and represented nationally through National Aboriginal Community Controlled Health Organisation (NACCHO). BDAC was founded in 2001 to represent and provide services to Aboriginal and/or Torres Strait Islander people living on Djaara Country (djandak) in Central Victoria. BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander Community, better and improved health outcomes for our People, improved quality of life, and be a lead agency in providing self-determination, employment and career pathways for Aboriginal and/or Torres Strait Islander People.	

LOCAL WORK ENVIRONMENT
BDAC provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

Provide confidential addictions education and support to individuals, families and the community and for promoting healthy lifestyles and healthy choices.

Deliver an appropriate range of drug and alcohol treatment programs to meet legislative requirements and health service agreements negotiated with the Department of Human Services.

BDAC'S VISION AND CORE VALUES

Empowered generations belonging to strong families, culture and community

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities
- We are brave
- We think outside the box
- We create a safe, caring, and supportive environment
- We are accountable

Please refer to <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

Support, Advocacy and Referral for Clients

- Complete episodes of care with clients.
- Maintain a client load of up to 20 clients including a caseload of forensic clients.
- Accept referrals from individuals, families, and agencies in the community.
- Ensure that you are available to support the clients with these appointments if requested.
- Ensure that the support agencies are supporting the needs of the client.
- Work with the Program Manager of Wellbeing and the Wellbeing team to identify clients who fall through service gaps and are hardest to engage.
- Ensure legislation, standards and guidelines are being followed and maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.
- Advocate and refer clients to relevant support services.
- Maintain up to date case noting and all relevant paperwork.

	<u>Liaison with key stakeholders and professional networking</u> • Ensure effective ongoing liaison with partner agencies, key stakeholders, services and personnel. • Participate on relevant interagency working committees. • Conduct case conferencing when required with other agencies. • Promote Wellbeing Programs and BDAC to relevant external agencies and key stakeholders. • Be available for external consultation regarding Wellbeing Services and BDAC services. • Inform key agencies and other service providers about social and historical factors that may be contributing to negative contacts between other agencies and community members. • Meet regularly with key stakeholders to assist in the development and implementation of initiatives that improve outcomes for Aboriginal people.
Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: intermediate
General Responsibilities	• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required. • Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.

COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people have the right to be children and live free of abuse and neglect, so they can grow,

learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse.

- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

KEY SELECTION CRITERIA

- Excellent communication and interpersonal skills.
- Ability to effectively and efficiently plan and organise own workloads.
- An ability to manage stressful situations.
- Demonstrated negotiation and advocacy skills.
- Knowledge of the causes and effects of drugs and alcohol, and addictions on individuals, families and communities.
- Understanding of crisis management and the ability to deal with life threatening situations including the prevention of suicide.
- Understanding of Indigenous culture.
- Understanding of all relevant legislation, policies and practices.

Preferred/ desired Education, Training and/or Competencies

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.
- Qualifications in Alcohol and Drug or equivalent (AOD skills set).
- Extensive knowledge of local service providers and referral pathways.
- Forensic client experience.
- Experience within the AOD or Mental Health Sector.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (WWCC) (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check.
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DTP).



EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Female Alcohol and Other Drugs Case Worker.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....