

## POSITION DESCRIPTION

|                        |                                                                                                                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>  | <b>RSS AOD Youth Support Worker</b>                                                                                                                                                                                       |
| <b>Program</b>         | Recovery Support Services (RSS)                                                                                                                                                                                           |
| <b>Award</b>           | <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> (SCHADS) Level 4, plus an over-award component based on skills and experience, plus access to salary packaging (up to \$15,900 per annum) |
| <b>FTE</b>             | 0.8 FTE (60.8 hours per f/n).                                                                                                                                                                                             |
| <b>Reports to</b>      | Manager, Residential Peer Programs                                                                                                                                                                                        |
| <b>Location</b>        | 140 Grange Road, Carnegie                                                                                                                                                                                                 |
| <b>Hybrid/onsite</b>   | Onsite                                                                                                                                                                                                                    |
| <b>Employment Type</b> | Fixed term, Part-time                                                                                                                                                                                                     |
| <b>Date of Review</b>  | 28/10/2026                                                                                                                                                                                                                |

## About SHARC

Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

Our Vision: Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.

Our Purpose: We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate to maximise everyone's opportunities for self-responsibility, mutual support and participation.

## About the Programs

**Recovery Support Services** provides a residential-based program and day program for young people seeking recovery from alcohol and drug use, supporting those on their recovery journey with accommodation, and the development of life skills.

Our programs provide access to safe drug-free housing and a community of people seeking to change their lives and help each other.

Peer support underpins our residential peer programs where residents are inspired and supported by each other, people who understand their struggles and have found ways to manage common challenges.

## Position Objectives

**This is a designated Alcohol and Other Drugs (AOD) lived experience position** that involves working as part of a small dynamic team, providing drug and alcohol recovery support services for youth aged 16 to 25 and assisting clients of the other SHARC supported accommodation services when required.

RSS support and care is provided within a peer support framework where our clients live independently within safe, drug-free, home-like environments.

### Position Responsibilities

- Actively participate in professional development and learning.
- Participate in the development, delivery and evaluation of the program.
- Apply peer-support and lived experience values, principles and approaches.
- Become familiar with, and adhere to, SHARC organisational policies and procedures.
- Provide a range of services to young people with complex support needs related to their use of alcohol and other drugs.
- AOD initial intake assessments and comprehensive AOD assessments of young people.
- Provision of admissions, inductions and support for young people as they transition into the service.
- Recovery coaching to assist residents to identify their needs and goals, develop and review recovery and exit plans, and offer support throughout their engagement with the service.
- Facilitation of groups and other peer-led activities.
- Participation in recreational activities inside and outside of SHARC premises.
- Entering accurate resident-related data into relevant data bases (Redicase).
- Assist residents in the navigation of referral pathways.
- Establish and maintain collaborative relationships with key stakeholders and external agencies such as transitional housing managers (Launch Housing), Services Victoria and other service providers.
- Attend and participate in appropriate program and organisational working groups/team meetings/committees.

### Selection Criteria

#### Essential Criteria:

- Personal lived experience of alcohol and other drug challenges and recovery, with the ability to use this experience intentionally and safely in a professional role.
- Demonstrated understanding of peer support practice and AOD lived experience values and principles.
- Ability to work collaboratively within a team environment and contributing to a positive team culture.
- Capacity to engage and build trusting relationships with young people experiencing complex needs.
- Demonstrated ability to work with diverse world views and cultural backgrounds.
- Understanding of trauma-informed, recovery-oriented and culturally safe practice.

- Ability to facilitate groups and community-based activities.
- Experience with intake and assessment and recovery planning.
- Demonstrated ability to maintain professional boundaries and confidentiality.
- Administrative and data entry skills using case management systems and Microsoft Office.
- Strong communication and interpersonal skills.
- Current driver's license.

#### **Desirable educational qualifications:**

- Relevant qualification in AOD/Mental Health, community or social services.
- Training in lived experience/peer support approaches.

#### **Desirable Criteria:**

- Experience working with young people aged 16-25.
- Experience in residential, housing, homelessness, youth or AOD settings.
- Knowledge of Victorian AOD and youth service systems.

#### **Key Working Relationships**

| <b>Internal:</b>                                                | <b>External:</b>                                                                                                    |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Chief Executive Officer and Senior Manager                      | Program participants, residents, families/loved ones                                                                |
| Executive and Leadership Teams                                  | Partner Organisations and service providers including but not limited to Launch Housing, Services Victoria and ACSO |
| Program Coordinators and staff across Residential Peer Programs | Victorian and Australian Government Departments                                                                     |
| Other SHARC teams and staff                                     | Funding and commissioning bodies                                                                                    |
|                                                                 | Local communities, sector networks and peak bodies                                                                  |

#### **Additional requirements**

All employees are required to:

- Have valid working rights in Australia.
- Obtain an employee Working with Children Check prior to commencement.
- Obtain a nationally accredited National Police Check (NPC), which will be administered for the preferred candidate.
- Obtain an International Police Check if you have lived overseas for longer than 12 months in the previous ten years, which will be administered for the preferred candidate.

- Be aware of and comply with relevant policies and guidelines, including SHARC's Code of Conduct.
- Participate in mandatory training requirements to support the delivery of a safe and effective service.
- Participate in an annual performance reflection process with your Manager.

#### General Information

- New employees at SHARC are subject to a six (6)-month probation period.
- Employment terms and conditions are provided in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award) and salary packaging is available in accordance with current legislation.
- SHARC is an equal opportunity employer and is committed to providing its employees with a work environment that is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- It is the applicant's duty to advise SHARC of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement an employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- SHARC reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.