



# Aboriginal AOD & Mental Health Community Worker Role Description

<b>TITLE</b>	Aboriginal AOD & Mental Health Community Worker (50D)
<b>DIVISION</b>	South Coastal Babbingur Mia
<b>REPORTS TO</b>	Clinical Services Manager
<b>SALARY DETAILS</b>	Social, Community, Home Care and Disability Services Industry Award 2010. Level 4
<b>SALARY</b>	<p>\$60,508.50 pa Full-time equivalent – 37.5hr week</p> <p>Penalty rates apply to the weekend work</p> <p>As a charity \$15,900 is tax free through Salary Sacrificing providing a potential saving of \$5,480pa FTE</p> <p>Refer:<a href="https://racvsalarysolutions.com.au/calculators/salary-packaging-calculator/">https://racvsalarysolutions.com.au/calculators/salary-packaging-calculator/</a></p> <p><i>5 weeks annual leave, Birthday leave, Personal Leave</i></p> <p><i>Superannuation</i></p>
<b>HOURS</b>	<p>2 days week (flexible) main hours during weekday with some weekends.</p> <p>Initial contract – 30 June 2018 with good evidence for extension, following government confirmation of continued service.</p>
<b>DATE OF DOCUMENT</b>	April 2018

## THE ROLE

The alcohol and drug (AOD) and Mental Health Aboriginal community worker will deliver a culturally secure AOD and mental health support service to the community alongside the south Coastal Babbingur Mia services and staff. The role is in the main an outreach service providing support to individuals and families struggling with alcohol and other drug, and mental health issues, working with allied agencies including referrals and shared care. It will complement both internal and other allied health services by providing reciprocal referral pathways, consultation and shared care for Aboriginal people.

### Direct reports:

- Aboriginal Community Peer Workers (Volunteers) – To be developed

### Indirect reports:

- Nil

## AGREEMENT

OCCUPANT	REPORTS TO
(signature)	(signature)
<b>Date:</b>	<b>Date:</b>

## KEY RESULT AREAS

<p><b>Area 1: Personalised &amp; Coordinated Support</b></p>	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> <li>1. Engage and build relationships with the Aboriginal and Torres Strait Island community regarding culturally sensitive AOD and Mental Health service provision.</li> <li>2. Provide services and support individuals and families in different locations (outreach) and (in-reach) in a flexible, pro-active person-centred approach.</li> <li>3. Encourage Aboriginal client engagement in the service.</li> <li>4. Develop and support a team of Aboriginal Community Peer Workers (volunteer)</li> <li>5. Participate in prevention and community development activities as directed.</li> <li>6. Participate in ongoing review and assessment of client's progress.</li> <li>7. Investigate and develop Activities and Groups to support clients with AOD and mental health challenges.</li> <li>8. Collaborate and communicate with the other AOD &amp; MH Support Worker in all service provision.</li> </ol>
<p><b>Area 2: Integrated Service</b></p>	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> <li>1. Develop and maintain partnership <i>activities</i> with relevant Aboriginal and Torres Strait Island services, such as reciprocal referral arrangements, consultation, training and formal agreements.</li> <li>2. Support South Coastal staff to improve their culturally sensitive practice.</li> <li>3. Support South Coastal counselling and psychological staff in providing an appropriate treatment program and response to clients.</li> <li>4. Provide support to other service providers to manage clients with mental health and/or AOD challenges through shared case management.</li> <li>5. Develop networks, participate in community projects and provide support to local committees and other community groups.</li> <li>6. Participate in prevention and community development activities as directed.</li> <li>7. Develop and maintain sustainable partnerships with relevant agencies, including alcohol and other drug services, mental health service providers, agencies assisting Aboriginal and Torres Strait Islander communities as well as other relevant allied health professionals and report on progress.</li> <li>8. Manage brokerage for client's legal needs according to guidelines and financial protocols.</li> </ol>
<p><b>Area 3: Workplace Management</b></p>	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> <li>1. Maintain accurate records such as recovery plans, statistical data, case notes, safety plans, risk assessments, signed consent forms, evaluations in accordance with SCHCS systems, procedures and program requirements.</li> <li>2. Engage in and comply with appropriate verbal and written communication with GPs, other health and mental health professionals, legal professionals, educational institutions, etc. as necessary in accordance with appropriate client management, SCHCS program requirements, and legal demands.</li> <li>3. Work collaboratively with South Coastal counsellors, psychologists, health professionals, managers and staff.</li> <li>4. Support the coordination, monitoring and mitigation, where necessary, for program outcomes to achieve deliverables.</li> <li>5. Support the preparation of reporting requirements and requests to the program funding body and management in a timely manner.</li> <li>6. Prepare and maintain a clean and ordered work environment, and contribute to clean and tidy workplace, kitchen, and shared spaces.</li> </ol>
<p><b>Area 4: Workplace Environment</b></p>	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> <li>1. Foster and promote a collaborative team environment within the workplace.</li> <li>2. Enact and promote SCHCS values and ethos in all behaviour, relationships and communication.</li> <li>3. Fulfill employee requirements under Section 20 of the Occupational Safety and Health Act</li> </ol>
<p><b>Area 5: Self- Development</b></p>	<p><i>Expected Deliverables Include:</i></p> <ol style="list-style-type: none"> <li>1. Engage in ongoing professional supervision as required by the standards governing your professional body.</li> <li>2. Engage in regular supervision on client and program matters with the Babbingur Mia Team and Clinical Manager</li> <li>3. Attend staff meetings, case conferences, and training/development sessions as required.</li> <li>4. Identify and access support as required.</li> <li>5. Manage own time and priorities.</li> </ol>

## **SELECTION CRITERIA - ESSENTIAL**

- Hold relevant experience in mental health sector
- Strong Aboriginal community based experience and connection.
- Demonstrated and well developed assessment and counselling skills.
- Experience in developing and facilitating group work.
- Knowledge of alcohol and drug issues.
- Knowledge of mental health issues.
- Well-developed communication and interpersonal skills, including the ability to liaise effectively with staff, other health professionals, and external agencies both on individual client management matters and on general service issues.
- Demonstrated capacity to lead a small team of volunteers.
- Demonstrated capacity to work both independently and as part of a multidisciplinary team.
- Demonstrated computer literacy, including word processing, email, and internet skills.

## **SELECTION CRITERIA - DESIRABLE**

- Hold a tertiary or equivalent or relevant qualification in social, behavioural or health sciences or equivalent experience (or working towards minimum Certificate IV qualification).
- Training and experience in family counselling.
- Experience in developing, delivering and evaluating community projects.
- Experience in group counselling and facilitation.
- Experience working with Aboriginal people and families.
- Experience working in the mental health and/or alcohol and drug arena.
- Experience with client management software.

## **APPOINTMENT CRITERIA**

- Valid Driver's Licence
- Proof of any qualifications.
- Current Working with Children Check (WWCC).
- National Police Clearance (less than three years old).
- 100 Point Identification Check.
- If not an Australian Citizen: proof of Visa status.