

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: WELFARE WORKER - NOVA HOUSE

Name:		Reg No. A0024004N
Position number:		P.O. Box 1121 Bendigo Central Victoria 3552
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013 - 2015	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699
Classification:	Welfare Worker classification range	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355
Site:	Nova House - the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544
Hours per fortnight:	48.0 hours per fortnight	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Ongoing	
Position description developed:	March 2017	
Responsible to:	Simon Guttridge, Alcohol and Other Drugs Clinical Coordinator	

1. Position Role

The role of the position is to support persons undergoing withdrawal from alcohol and other drugs (AOD) within the Adult Residential Withdrawal Service (Nova House). The focus of the role is to provide a comprehensive, accessible, high quality range of care and support to individuals and their families accessing withdrawal services from across the Department of Human Services regions of Victoria.

2. Position Responsibilities

The responsibilities of the position are:

1. Provide a comprehensive range of care and support including, assessment, care planning, case coordination, discharge planning and facilitation into post-withdrawal supports and other options to persons with complex issues related to their use of alcohol and other drugs.
2. Initiate, provide and participate in the provision of therapeutic interventions, lifestyle activity programs and groups for persons whilst at the residential service.
3. Provide a range of educational interventions in the areas of blood-borne virus prevention; overdose prevention and management; relapse prevention and other harm reduction and healthy lifestyle interventions.
4. Contribute to the development, implementation and evaluation of the therapeutic program and lifestyle activities for the clients in the residential service where required.
5. Undertake household and domestic duties such as shopping, food preparation, cleaning, laundry and other duties as required that assist in maintaining a clean, safe and comfortable homely environment.

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3. The Role of the Team

The AOD Services Team is a multi-disciplinary team, supporting consumers requiring a range of treatment, support and education related to their use of AOD. The team supports consumers along the continuum of AOD use from active using to seeking access to stop their use with a pathway to recovery. The focus of the team is to provide seamless treatment and support pathways, coordinated service and a range of information and education interventions relating to harm reduction.

4. Key Selection Criteria

4.1 Essential

1. A Certificate, Diploma or Degree in Welfare, Community Development, Youth Work, Social Work, Counselling or other health science related field, which meets the registration requirements of the specific discipline in Victoria or demonstrated experience of a minimum of two years working in a related field.
2. Demonstrated ability to provide a comprehensive range of care and support including; assessment, case coordination, care planning, discharge planning and facilitation into other support services.
3. Demonstrated understanding of a range of related areas including; blood-borne virus prevention, overdose prevention and management, relapse prevention and other harm reduction and harm minimisation interventions.
4. Demonstrated capacity to work shift work Monday to Sunday as rostered and capacity to work unsupervised on evening and night shifts and at other times when required.
5. Excellent interpersonal and communication skills with consumers, partners, families, staff and other service providers.
6. Demonstrated ability to work as a member of a multidisciplinary team.
7. Current Apply First Aid Certificate (HLTA301B).
8. Current Perform CPR Certificate (HLTCP201A).
9. A commitment to attain the AOD minimum core competencies (if not already achieved) under your own undertaking within the first 2 years of employment.

4.2 Desirable

1. Alcohol and Other Drug core competencies (including CHCAOD402A, CHCAOD406D, CHCAOD408C, and CHCMH4010A).
2. Experience in working in a community or residential support services setting.
3. The ability to build and develop positive relationships with both internal and external consumers.
4. Intermediate to high level skills in Microsoft Office programs.
5. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
6. A working with Children card.
7. Current driver's licence.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed as ongoing at the end of this period.

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6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide comprehensive withdrawal service delivery to consumers and support for their families, according to AOD competency standards and clinical treatment guidelines, service agreements and accreditation standards.
- Demonstrate contemporary knowledge and skills in AOD withdrawal practice and working with consumers with co-existing AOD and mental health conditions.
- Demonstrate ability to provide sensitive nonjudgmental practice in response to consumer diversity.

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6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury / Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Present a Working with Children Check.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

- Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Dale Hardy
Director - Continued Health and Independence

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Agreed: Welfare Worker - Nova House

Date:/...../.....