

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: WELFARE WORKER - NEEDLE SYRINGE PROGRAM

<b>Name:</b>		Reg No. A0024004N
<b>Position number:</b>		P.O. Box 1121 Bendigo Central Victoria 3552
<b>Award:</b>	Social and Community Services Victoria (CHC) Award	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	Welfare Worker Classification Range	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Holdsworth Road and other BCHS sites as required	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	As Required	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Casual	
<b>Position description developed:</b>	January 2017	
<b>Responsible to:</b>	Team Manager - Non Residential	

#### 1. Position Role

The role of the position is to provide outreach needle and syringe provision and disposal services within a harm minimisation and health promotion framework to the City of Greater Bendigo. The program delivers individual and community information and education across a range of public health and harm reduction issues including safe using practices, appropriate disposal of injecting equipment, safe sex practice and prevention of Blood Borne Virus (BBV) and Sexually Transmitted Infections (STI).

#### 2. Position Responsibilities

The responsibilities of the position are:

1. Provide a comprehensive range of contemporary NSP equipment, information, education and outreach services to people who inject drugs and the community in which they live.
2. Initiate, develop and deliver targeted, harm reduction information and education regarding safe injecting equipment and techniques, appropriate disposal, blood borne virus (BBV) risk management awareness and prevention as well as promoting safe and positive sexual health including STI prevention.
3. Contribute to program development initiatives, service integration and referral pathways, team development and organisational goals.
4. Contribute to the ongoing support and participation for the needle syringe program by promoting the benefits to the wider community.

#### 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,

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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 working in a related field.
2. Demonstrated understanding of a range of related areas including; harm reduction, blood-borne virus prevention, overdose prevention, overdose response and management.
3. A willingness and capacity to work with marginalized and stigmatized communities such as people who use drugs, without judgment or discrimination.
4. Show evidence of well-developed written and verbal communication skills including general documentation, administration skills and data entry.
5. Demonstrated ability to develop client and community focused materials for health education or health promoting activities.
6. Demonstrated ability to provide sensitive practice in response to client diversity.
7. Demonstrated ability to work as a member of a multidisciplinary team.
8. Current Apply First Aid Certificate (HLTFA301B).
9. Current Perform CPR Certificate (HLTCPR201A).
10. A Working with Children Check
11. Current driver's licence.

#### **4.2 Desirable**

1. Intermediate to high level skills in Microsoft Office programs.
2. Vaccination certificate for Hepatitis B prior to commencement.
3. Experience in working with intravenous drug users or persons with BBV.
4. Alcohol and Other Drug core competencies (including CHCAOD402A, CHCAOD406D, CHCAOD408C, and CHCMH4010A).

### **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.

### **6. Staff Review and 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.

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### **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.*

- Demonstrate contemporary knowledge and skills in the provision of information and education in relation to safe injecting, appropriate disposal, safe sex and BBV / STI prevention.
- Demonstrate the provision of information and education for a range of alcohol and other drug (AOD) issues, including contemporary AOD knowledge, overdose prevention and referral pathways.
- Demonstrate ability to provide sensitive practice in response to client diversity.
- Demonstrate well developed communication skills with the capacity to provide timely reports.

### **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 to reach their individual potential.

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### 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 (if required).
- Present a Working with Children Check if required for the position.
- 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: Liz March  
Executive Director - Programs

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

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Approved: Welfare Worker - Needle Syringe Program

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