

POSITION DESCRIPTION

1. POSITION AOD Connected Recovery Worker	2. POSITION LOCATION Taree, Gloucester and Forster	3. DIRECT MANAGER Taree Area Manager
4. SERVICE AREA Alcohol and Other Drugs	5. CLASSIFICATION SCHADS Level 4 or 5 – Depending on Qualifications	6. POSITION STATUS Maximum Term: 1 x Full Time (Taree) 1 x Part-time - Gloucester (48hrs per fortnight) 1 x Part-time - Forster (48hrs per fortnight)
7. POSITION SUMMARY		
<p>These 3 positions will be responsible for providing a range of different services and supports to meet the increased demand for accessible drug and alcohol services across the Manning Region. This project aims to address the impact of alcohol and other drugs, including methamphetamines, on individuals, their families and communities. This is a pilot program funded by the Primary Health Network (PHN) and will be reviewed after a 12 month period.</p> <p>The program aims to improve the effectiveness of drug and alcohol treatment services for individuals requiring support by increasing coordination between the various sectors and improving sector efficiency.</p> <p>Regional communities are experiencing an increased demand for services particularly in relation to methamphetamine use and its impact.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p>Essential</p> <ul style="list-style-type: none"> • A commitment to the Vision, Mission and Values of CatholicCare. • A solid understanding of the vulnerabilities that can lead to AOD addictions, an ability to empathise and view addictions compassionately as a disease. • Minimum of Cert IV Qualification in AOD and three years' experience working alongside people with AOD addictions. • A solid understanding of Case Management and demonstrated experience in compiling case management plans. • Demonstrated excellent written and verbal communication skills. • Ability to provide support and assessments via the phone or zoom using Motivational Interviewing. • Demonstrated ability to build relationships with external stakeholders in a manner that promotes professionalism and increases referral networks and linkages across the community. • Demonstrated ability to work autonomously in the community under minimal supervision. • Demonstrated ability to positively contribute to a small team and a stated understanding of the benefits of teamwork. • Willingness to be available to work after hours including being rostered for on call. 		

Desirable

- Experience in running either skill development or therapeutic group programs e.g. harm minimisation programs based on Acceptance and Commitment Therapy.
- Experience or qualifications in CBT, DBT, Relapse Prevention Therapy or similar.
- Experience working alongside people using Methamphetamines as their drug of choice.

9. QUALIFICATIONS / LICENCES

- Minimum of Cert IV qualification in AOD
- NSW Drivers Licence and access to comprehensively insured motor vehicle
- Current paid Working with Children Check

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth and mental health services and a Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION – VALUES**Our Vision**

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences

Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement

Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE

Key Performance Area	Key Tasks	Performance Indicators
Telephone Support (low intensity support)	Provide telephone support sessions for approximately 90 new registrations per year of people seeking to address their AOD misuse.	Evidence of 8 new registrations for telephone support occurring per month.

	<p>Approximately 8 new registrations per month. (This is based on 76 hours per fortnight. The KPA will be pro rata for the 2 other 48 HPF roles)</p> <p>Document the phone support provided and the interventions suggested, and referrals made as per the workflow instructions.</p>	<p>Documented evidence of the outcomes of phone support sessions is up to date and accurate.</p>
<p>Case Management (moderate to high intensity support)</p>	<p>Provide a Case Management services for approximately 35 new registrations per year for people seeking to address their AOD misuse. This equates to approximately 3 new registrations per month.</p> <p>Document all aspects of case management according to the workflows.</p> <p>Use CatholicCares Ctars Case Management System to record all case management processes.</p>	<p>Evidence that 3 new registrations for Case Management services are occurring each month.</p> <p>Evidence that all documented workflow is followed.</p> <p>Evidence that the Ctars case management system is up to date.</p>
<p>Care Coordination Services</p>	<p>Participate in the development of 10 integrated care plans per year with referring General Practitioner.</p>	<p>Evidence of participation in the development of 10 integrated care plans</p>
<p>Group programs</p>	<p>Facilitate group programs that improve and enhance the Social & Living Skills or the Health Recovery of the participants or target Harm Reduction Education.</p> <p>(50 participants per year across the 3 sites)</p>	<p>Evidence that 50 people have participated in group programs over the year.</p>
<p>Program Development</p>	<p>Support the Taree Area Manager and other management staff to fully implement and adapt this newly funded pilot program as it evolves.</p>	<p>Evidence that staff are participating in the full implementation and development of the program.</p>
<p>General</p>	<p>Abide by all CatholicCare and Diocesan policies and procedures.</p> <p>Mandatory reporting legislation and Diocesan Child</p>	<p>Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour.</p>

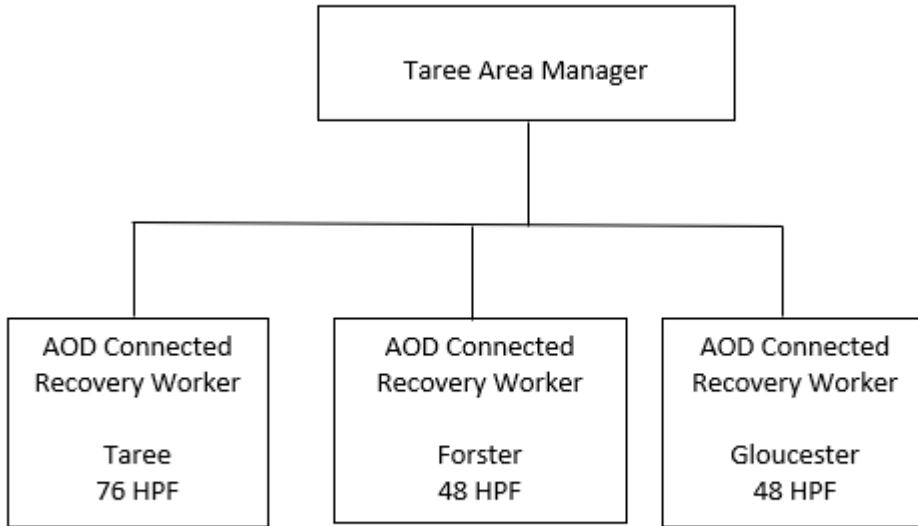
	<p>Protection Policy and guidelines are adhered to.</p> <p>Participate in organisational events, development and strategic planning activities.</p> <p>Participate in internal and external meetings in a manner which contributes to the positive development of the program.</p> <p>Provide information on program services and community supports as required.</p> <p>Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities.</p> <p>Maintain own professional practice and awareness of current research in practice.</p> <p>Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures.</p> <p>Other duties within the scope of the position that may be assigned from time to time.</p>	<p>Information is provided to relevant bodies regarding children at risk in a timely manner.</p> <p>Relevant meetings and events attended.</p> <p>Staff member practices a positive working relationship with colleagues.</p> <p>HR documentation is completed at the minimum frequency with evidence available that staff member contributed to the process. WHS best practice is promoted in the workplace.</p> <p>Staff member presents as a knowledgeable and skilled leader within the PSP program and CatholicCare Social Services.</p> <p>Evidence of development of professional practice.</p> <p>WHS is well managed.</p> <p>Other duties are performed in a satisfactory manner.</p>
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13. Key Relationships & Communications

1. Area Manager Taree	<ul style="list-style-type: none"> Frequently for day to day information exchange and implementation of the program. Direct line management and supervision
2. Manager Counselling and Clinical Services	<ul style="list-style-type: none"> Regularly for clinical oversight for the team and the program.
3. Other team members	<ul style="list-style-type: none"> Regularly Cross fertilisation of ideas and support. Assistance with workloads Co facilitation of group programs or other joint actives.
4. Administration and other staff on site	<ul style="list-style-type: none"> Regularly Day to day support and connection

	<ul style="list-style-type: none"> • Access to administrative support
14. SIGNIFICANT CHALLENGES	
What?	Why?
Establishing a new service that is time limited.	<i>The program is a 12 month trial to gauge the effectiveness and impact of a more coordinated sector approach. Local community understand of the new service and its goal will need to be communicated very quickly with pathways established.</i>
Working autonomously with minimal supervision.	The project is funded for 12 months so there will not be a lot of time to fully map out workflows or specific processes.
15. EMPLOYMENT CONDITIONS	
<p>All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.</p> <p>In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.</p>	
16. LEGISLATION & CATHOLIC CARE POLICY	
<p>Occupants must:</p> <ul style="list-style-type: none"> • Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager. • Hold a current driver licence. • Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations. • Not take advantage of their role in CatholicCare for personal gain. • Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and, • Only make decisions within their delegated responsibilities. 	
17. EXPECTED EMPLOYEE BEHAVIOUR	
<p>Employees must:</p> <ul style="list-style-type: none"> • Display a commitment to the Visio, Mission & Values of CatholicCare • Display respect for themselves and their colleagues • Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve • Work with People We Support in line with relevant legislation • Attend staff meetings and compulsory education when required • Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and People We Support 	

18. ORGANISATIONAL CHART



Position Description last reviewed:	October 2020	Next review due:	October 2021
Occupant Name:		Occupant Signature:	
Date:			