

POSITION DESCRIPTION

1. POSITION Aboriginal Transitional Care Coordinator	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 Minimum Cert IV qualifications	6. POSITION STATUS Maximum Term: 1 x Part-time x 48 HPF
7. POSITION SUMMARY		
<p><i>This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.</i></p> <p>This pilot program aims to work alongside Indigenous people on their journey to recover from drug or alcohol addiction and support them to navigate the complexities that arise in that space.</p> <p>The program will partner with NSW Corrective Services & Community Corrections and residential rehabilitation services (and partners) to improve the health and social outcomes for Indigenous people after leaving a facility. The focus of the program is on supporting people to re-integrate back into their community via a case coordination approach and to prevent readmission into residential rehabilitation or correctional facilities.</p> <p>People eligible to access the program will be engaged with the Transitional Care Coordinator for a maximum of 12 weeks and will have access to a care package tailored to their needs. There is an emphasis on integration with local services including the local Aboriginal Medical Services – Biripi and Tobwabba.</p> <p>The program is funded by the Primary Health Network (PHN) and will be reviewed after a 12-month period.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p>Essential</p> <ul style="list-style-type: none"> • Aboriginality. • A commitment to the Vision, Mission and Values of CatholicCare. • A good understanding of the vulnerabilities that can lead to AOD addictions, and an ability to empathise and view addictions compassionately as a disease. • Minimum of Cert IV Qualification in AOD or Community Services and / or two years' experience working alongside people with AOD addictions. • An understanding of Case Coordination and Case Management and demonstrated experience in compiling case management or coordination plans. • Suitable written and verbal communication skills. • Demonstrated ability to build partnerships with external stakeholders including Local Aboriginal companies 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.
- A commitment to undertaking and participating in evaluation processes.

9. QUALIFICATIONS / LICENCES

- Current NSW Driver Licence and use of own 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
Develop referral pathways and networks with Corrections and AOD Rehab Services and other relevant community services.	In conjunction with management meet with local Corrections Services, AOD Service providers and AMS Services to introduce program.	Meetings occur within first 2 weeks of employment.
	In conjunction with management and the Develop promotional	Promotional material developed within first 2 weeks of employment.

	material re the new program.	
Case Coordination	<p>Provide a Transitional Coordination package for a minimum of 20 people per year for people transitioning out of either a corrections or AOD facility back into the local community.</p> <p>This equates to working alongside 5 new people each quarter.</p> <p>Document all aspects of case coordination according to workflows.</p> <p>Use CatholicCare's CTARS Case Management System to record all case coordination processes.</p>	<p>Evidence that 5 new people are accessing a transitional package every quarter.</p> <p>Evidence that all documented workflow is followed.</p> <p>Evidence that the CTARS case management system is up to date.</p>
Program Development	Support the Taree Area Manager and other management staff to fully implement and adapt this newly funded pilot program as it evolves.	Evidence of participating in the full implementation and development of the program.
General	<p>Abide by all CatholicCare and Diocesan policies and procedures.</p> <p>Mandatory reporting legislation and Diocesan Child 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>Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour.</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.</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>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. AMS, Correctional and AOD Services	<ul style="list-style-type: none"> Regularly for referral and maintenance of relationship.
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 activities.
4. Administration and other staff on site	<ul style="list-style-type: none"> Regularly Day to day support and connection 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 understanding 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

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

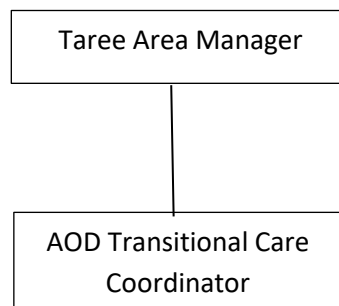
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager.
- Hold a current driver licence.
- Take reasonable action to familiarise himself / herself with 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

Employees must:

- 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:	November 2020	Next review due:	November 2021
Occupant Name:		Occupant Signature:	
Date:			