

POSITION DESCRIPTION

1. POSITION TITLE AOD Connected Recovery Worker	2. POSITION LOCATION/S Taree, Gloucester and Forster	3. DIRECT MANAGER Team Leader AOD/MH
4. SERVICE AREA Alcohol and Other Drugs	5. CLASSIFICATION SCHADS Level 4 or 5 (dependent on qualifications and experience)	6. POSITION STATUS Full-time
7. POSITION SUMMARY		
<p>This position 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 program 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 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 our organisation and active engagement in organisational events. • Demonstrated experience in the provision of AOD/Mental Health assessment, harm minimisation, client-centred care and recovery-focused principles. • Experienced in case management and the use of evidence based therapeutic techniques. • Experience in running either skill development or therapeutic group programs e.g. harm minimisation programs based on Acceptance and Commitment Therapy • Demonstrated excellent written and verbal communication skills. • Ability to provide support and assessments via the phone or zoom using Motivational Interviewing. • Demonstrated ability to work autonomously in the community under minimal supervision. • Willingness to be available to work after hours. • A current Working With Children Check for paid employment or willingness to obtain. <p>Desirable:</p>		

- 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

Essential:

- Diploma in AOD Counselling, and/or a minimum of Cert IV Qualification in AOD/Mental Health and three years' experience working alongside people with AOD addictions.
- NSW Driver Licence.

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 services, disability, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION – VALUES

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 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 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
1. Telephone Support (Low Intensity/early intervention)	Provide telephone support utilising Motivational Interviewing to people	Evidence of 8 new registrations for telephone support occur per month.

	<p>seeking to address their AOD use.</p> <p>Complete Assessment and screening with participants.</p> <p>Maintaining accurate and comprehensive case files that meet both legislative and organisational requirements.</p> <p>Complete NADAMDS</p> <p>Complete Cemplicity PREMS and PROMS</p>	<p>Evidence that assessments and screening are complete and up to date.</p> <p>Evidence that case files are completed and up to date weekly.</p> <p>Evidence that data is complete and accurate within NADAMDS weekly.</p> <p>Evidence that Cemplicity PREMS and PROMS are completed at the conclusion of every session.</p>
2. Case Management (moderate to high intensity support)	<p>12-week individual case management. Utilise basic counselling skills and techniques to support presenting behaviours.</p> <p>Complete Assessment and Screening with participants.</p> <p>Complete Therapeutic intervention including assertive follow up (at least 1 month post discharge)</p> <p>Maintaining accurate and comprehensive case files that meet both legislative and organisational requirements.</p> <p>Complete NADAMDS</p> <p>Complete Cemplicity PREMS and PROMS</p>	<p>Evidence of 3 new registrations for case management occur per month.</p> <p>Evidence that assessments and screening are complete and up to date.</p> <p>Evidence that case files are completed and up to date weekly.</p> <p>Evidence that data is complete and accurate within NADAMDS weekly.</p> <p>Evidence that Cemplicity PREMS and PROMS are completed at the conclusion of every session.</p>
3. Group Work	<p>Facilitate group programs that improve and enhance the social and living skills or the health recovery of the participants or target harm reduction education. (50 participants per year across the program).</p> <p>Maintaining accurate and comprehensive case files that meet both the</p>	<p>Evidence that 50 people have participate in group programs over the year.</p> <p>Evidence that case files are completed and up to date weekly.</p> <p>Evidence that data is complete and accurate within NADAMDS weekly.</p>

	<p>legislative and organisational requirements.</p> <p>Complete NADAMDS</p> <p>Complete Cemplicity PREMS and PROMS</p>	<p>Evidence that Cemplicity PREMS and PROMS are completed at the conclusion of every session.</p>
4. Care Coordination	<p>Participate in the development of 10 integrated care plans per year with referring General Practitioner and/or Health Service.</p> <p>Maintaining accurate and comprehensive case files that meet both legislative and organisational requirements.</p> <p>Complete NADAMDS</p> <p>Complete Cemplicity PREMS and PROMS</p>	<p>Evidence of participation and the development of 10 integrated care plans.</p> <p>Evidence that case files are completed and up to date weekly.</p> <p>Evidence that data is complete and accurate within NADAMDS weekly.</p> <p>Evidence that Cemplicity PREMS and PROMS are completed at the conclusion of every session.</p>
5. 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>Actively engage in professional supervision, group supervision, individual work programming, performance planning and</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>WHS best practice is promoted in the workplace.</p> <p>Staff member presents as a knowledgeable and skilled</p>

	<p>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>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 Hunter Manning	<ul style="list-style-type: none"> Daily for issues that arise/key issues reporting
2. Team Leader AOD/MH	<ul style="list-style-type: none"> Frequently for day-to-day information exchange and implementation of the program Direct line management and supervision
3. Key Stakeholders	<ul style="list-style-type: none"> As required for successful coordination, referral and communication
4. Other Team Members	<ul style="list-style-type: none"> Regularly Engagement in the AOD/MH community of practice Assistance with workload Cofacilitation of group programs or other joint activities.
5. 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 CHALLENGE

What?	Why?
Establishing a new service that is time limited	The program is a 12-month trial to gauge the effectiveness and impact of a more coordinated sector approach. Local community understanding of the service and its goal will need to be communicated very quickly with pathways established.

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:

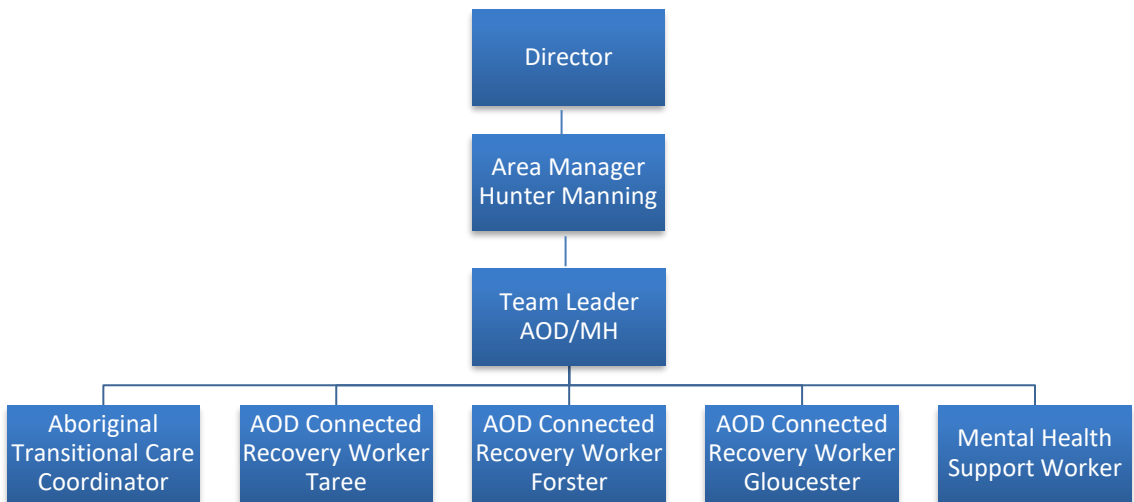
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current NSW Driver Licence;
- Take reasonable action to familiarise himself / herself 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 Mission, Vision & 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 residents/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 residents / People We Support

18. ORGANISATIONAL CHART *The below org chart is an example only*



Position Description last reviewed:	14/07/2021	Next review due:	01/07/2022
Occupant Name:			
Occupant Signature:		Date:	

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