



Drug & Alcohol Recovery

Position Description

Position Title: Families and Women AOD Case Worker

Program: Family Program

Reports to: Community Services Program Coordinator

Supervise: Nil

Date of review : 1/10/2018

Our Mission

Helping people to rebuild their lives.

Our Vision

We will provide a range of complementary treatment services to support individuals and families to assist them to recover from the harmful effects of drugs and alcohol. We will draw on our specialist expertise to increase community understanding of drug and alcohol related issues and we will develop a pro-active, educative focus to our work.

Our Principles

- Provide a range of approaches and give attention to all aspects of an individual.
- Provide unflinching belief and support for individuals who wish to change and grow.
- Respect differences in culture, religion, gender, age, family situation, background and economic status.
- Commit to honesty and respect in all our relationships.
- Draw on our expertise to develop new approaches to support treatment information and community education.
- Develop processes and practices that are open, fair and honest.

What we believe

We believe that people can **rebuild** their lives.

Organisational Background

Windana is a leading Melbourne-based drug and alcohol treatment organisation specialising in holistic, client-focused recovery services.

For more than 30 years, we have been helping people rebuild their lives in a safe, caring environment, supporting our clients wherever they are in the recovery process.

Windana assists close to 2,000 people across Victoria per annum by providing AOD treatment services including residential withdrawal services, residential rehabilitation and a suite of non-residential services.

Windana is a QIP accredited organisation currently employing over 100 highly experienced staff delivering excellent services across multiple sites.

Program Information:

Outreach Services - Family Program

The Windana Family Program provides support and education to Windana clients, who are parents, or carers, women at risk of homelessness and people seeking to work with family of origin issues towards recovery.

The program provides participants with case management, AOD interventions and parents and carers are offered support to develop effective parenting strategies in a culturally sensitive manner. The role aims to assist participants to reduce their substance use, strengthen their parenting capacity and family functioning, reducing isolation of parents and children, assist child with key life areas and introduce participants to community resources.

Objective of the position:

Directly accountable to the Community Services Program Coordinator, the Families and Women AOD Case Worker is responsible to:

- Strengthen family functioning and assisting in providing a safe environment for the children of program participants (individual and group work)
- Assist the participants to ensure children are given consideration in key life areas such as education, emotional, physical and behavioural development, health, connectedness and changing risk taking behaviour.
- Ensure families are connected to a range of supports within the community both formal and informal.
- Assist to reduce the dependency on alcohol or other drugs within a harm minimisation framework.
- Strengthen the capacity of Windana programs to respond effectively to the needs of families.
- To implement an outreach practice model in working with families affected by alcohol or other drugs which:
 - o Utilises a holistic family systems approach
 - o Effectively assists people to manage their drug and/or alcohol problems
 - o Incorporates a whole of family approach by using assertive outreach, case management and actively linking clients and their families

The Family and Women AOD Case Worker position is located at the St Kilda office and will require working from other Windana sites as necessitated by the Program.

Occasional after-hours work may be required.

Liaise with (key internal and external contacts):

Internal: Windana staff and clients

External: Child protection services, disability services, CALD and ATSI organisations, schools and educational organisations

Key responsibilities

- Women and Family/child focused case management, including advocacy and support within an outreach practice model.
- Case management and AOD interventions to women.
- Parenting skills/support group facilitated for Windana participants.
- Co-ordinated care team approaches with clients.
- Completion of assessments and development of Individual Treatment Plans (ITP)
- Client notes and supervision sessions reflect family and child focus at professional level.
- Effective advocacy and support reflected in attendance at relevant meetings e.g. OHS, and formation of care teams.
- Groups facilitated to satisfaction of participants and Team Leader
- Assessment, Implementation and review of Individual Treatment Plans (ITPs) and action plans which were developed in conjunction with the client. ITPs include practical living skills acquisition, emotional support and a holistic approach to recovery
- Supports and linkages developed.
- Positive relationships with other key services.

Selection criteria**Key Selection Criteria:**

- Demonstrated experience in working with individuals, families and children with complex needs, including alcohol and other drug issues
- Ability to work in an outreach capacity
- Minimum of 2-5 years' experience working within the AOD sector
- Sound knowledge of the legal and administrative framework around child safety
- The ability to discern and prioritise needs of clients and to give the most useful and appropriate information, intervention or referral
- Sound knowledge of the principles of clinical risk assessment and management, and a proven ability to develop strategies to support clients with a co morbid mental illness and drug & alcohol issue
- Experience in facilitating groups
- A proven capacity to work with a variety of community agencies and develop effective working relationships
- A current full driver's license

Mandatory Skills and Competencies:

- Awareness of legislation affecting Windana services e.g. Equal Opportunity, Mental Health, Disability Services, Children and Young People's Act
- Empathetic to values of Windana
- Commitment to continuous quality improvement

- Commitment to OH&S principles and regulations
- A current full driver's license
- Strong record keeping skills using contemporary client file management systems.

Qualifications:

- A qualification in social work, psychology, family therapy or counselling or relevant health or social sciences qualification, and
- a Diploma in AOD Studies, or AOD and Mental Health or the AOD Certificate IV Core Competencies or the capacity to complete studies whilst in employment

Desirable Skills & Competencies

- Family Inclusive Practice training
- Awareness of local community agencies and networks likely to be of value to clients.
- Demonstrated knowledge and expertise in child development.

Employment Conditions

Salary and conditions are in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016.

Remuneration Packaging is available in accordance with current legislation. Included in the package is the provision of a fully maintained motor vehicle.

All positions at Windana are subject to on-going government funding.

Windana operates under an Equal Opportunity Policy and Occupational Health & Safety Policy in accordance with current legislation.

Effective risk / quality management is a core competency expected of everybody involved in Windana administration, including all staff, management and volunteers. Leaders will be accountable for applying agreed risk / quality management policy and strategy in their area of responsibility.

Dual diagnosis knowledge, skills and experience is highly regarded. If the applicant's skills and experience are not evident, then a commitment to undertaking professional development as part of the employment contract will be required.

The Family AOD Case Worker is expected to conduct her/himself with professional integrity towards clients according to the "Staff Code of Ethics" and maintain their professional responsibilities in line with the "Bill of Rights for Members and Clients".

Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.

Other employment conditions are as per the Award / Agreement.

Windana is a smoke-free environment.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties.

Employee Name: _____ **Date:** _____

Signature: _____