



**POSITION DESCRIPTION**

<b>Position Title</b>	Writer in Residence
<b>Directorate:</b>	Residential Rehabilitation and Corporate Services
<b>Program</b>	Life Story - Narratives of Recovery
<b>Award/Agreement</b>	Individual Contract
<b>Reports to</b>	Therapeutic Community Managers (x2) and Communication and Partnerships Manager
<b>Direct reports</b>	None
<b>Employment Type</b>	Contract based, fixed term
<b>Date of Review</b>	28/01/2020

**The Organisation**

Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.

Windana provides holistic, evidence-based services tailored to each person’s unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.

We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.

**Our Mission**

Helping people to rebuild their lives.

**Our Principles**

- We believe that people can rebuild their lives.
- We reduce the harms associated with alcohol and drug use in our communities.
- We value individuality, and help people use their strengths and aspirations to guide their journey with Windana.
- We embrace diversity in all its forms.
- We acknowledge that the land on which we live and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging.
- Our relationships are authentic, honest, and respectful.
- We are a learning and knowledge-sharing organisation.

**Program Information and objectives**

**Life Story - Narratives of Recovery.**

Like other traumatic experiences, alcohol and drug dependence can damage a person's sense of self and cause them to lose track of their life story.

Writing and talking about their life story as part of a treatment program can play an important part on a resident’s path of healing. This project will help residents rediscover who they are (identity) and how they

feel about themselves (self-esteem).

From these stories, we'll create a suite of products to share the story of recovery to counter the stigma and misinformation around alcohol and drug use and addiction, treatment and recovery.

This project will operate across a number of Windana sites, including:

- Primary locations
  - Maryknoll Therapeutic Community – 254 Snell Road, Maryknoll, 3812
  - Grampians Therapeutic Community – 40 Stawell Road, Ballarat East, 3350
- Occasional work in
  - St Kilda – 88 Alma Road and 47 Wellington Street

**Position objectives and responsibilities**

**Help TC residents write their story of recovery**

- The primary objective of this project is to work with TC residents and help them put their story of recovery in words. Windana’s TC residents come from diverse backgrounds and life experience, and have varying levels of literacy skills, so the approach will need to be carefully tailored to each individual.
- This project will form an important part of the current Therapeutic Community Program, giving participating residents a record showing how far they have come.
- Together with the Therapeutic Community managers and the Communication and Partnerships Manager, the successful writer/s will create and implement a writing program that will complement the current TC program. The actual number of stories captured as part of this project will be determined as part of the program development.

**Create a suite of communications products (books, podcasts, web articles etc)**

- Shared personal stories help us better understand the people behind them. There is a lot of stigma and misinformation around alcohol and drug use and addiction. By sharing a selection of these stories, we want people to see the humanity in the hardship, and better understand the person behind the pain.
- With resident permission, a selection of the captured stories will be turned into communications products to raise awareness of and reduce the stigma around AOD recovery.
- Part of this will include creating a summary of the stories of recovery at Windana.
- The successful writer/s will work with the Communication and Partnerships Manager to develop this suite.

**Key Working Relationships**

Internal:	External:
Windana residents and clients	Suppliers
Windana staff	

<b>Selection Criteria</b>
<p><b>Mandatory Skills &amp; Competencies</b></p> <ul style="list-style-type: none"> <li>• An experienced writer who has worked with people to capture personal stories.</li> <li>• Experience in, or understanding of, working with clients with an alcohol and other drug, mental health or other trauma-related experiences</li> <li>• Embraces flexible working and can manage last-minute changes in scheduling as a result of treatment program changes</li> <li>• Available at least 2 days per-week for 10-12 months from March/April 2021</li> <li>• Hold a valid driver's license, and are willing to travel to various Windana locations</li> </ul>
<b>Additional Requirements</b>
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Windana clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana</li> <li>• Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation</li> <li>• Be aware of and comply with the Windana Code of Ethics and Practice</li> <li>• A current Victorian Driver's license is essential</li> <li>• Have valid working rights to work in Australia</li> </ul>
<b>General Information</b>
<ul style="list-style-type: none"> <li>• Employment terms and conditions are provided in accordance with the Individual Contract</li> <li>• All positions at Windana are subject to on-going government funding.</li> <li>• Remuneration Packaging is available in accordance with current legislation.</li> <li>• Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.</li> <li>• 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.</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position</li> </ul>

descriptions as required. Employees will be consulted when this occurs

- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_