



POSITION DESCRIPTION

Position Title	AOD Family Program Case Worker
Directorate:	Withdrawal and Community Services
Program	Community Services
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level
Reports to	Program Coordinator
Direct reports	NIL
Employment Type	Part time, 0.7 EFT
Date of Review	23/03/2021

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

The Community Services Program delivers a range of Alcohol and Drug (AOD) treatment services including: Intake and assessment, Counselling, Care and Recovery Coordination (CRC), Family Services, AOD support for people experiencing homelessness, a Therapeutic Day Program, Complementary Therapies and Art Therapy.

Position Objective

The AOD Family Caseworker position will provide clinical services including case work and group facilitation for families. Family case work will be offered to families and individuals affected by substance use. The role supports parents and families through the delivery of a range of interventions and modalities including outreach support, both therapeutic and psycho educational group work, case work and family day outings

The focus is on increasing parenting skills and coping mechanisms as well as an understanding of substance use, decreasing the level of stress within the family and improving family members' communication and quality of family relationships.

Position Responsibilities

Service Delivery

- Provide family focussed case management through an outreach practice model.
- Provide effective advocacy and support reflected in attendance at relevant meetings e.g. case conference and care team meetings
- To support strengthening of family functioning and assist in providing enhanced safety for children through individual and group work.
- Facilitate necessary referrals and linkages with relevant support services as required
- Provide a range of therapeutic interventions, including AOD Comprehensive Assessments to meet the needs of the client. This will include the use of various modalities of individual, group or family sessions.
- Identify and respond to any likelihood or evidence of harm to client's family or children in accordance with organizational Child Safe protocols
- Document and report on follow-up activities, appropriately record outcomes and report to Program Coordinator

Networking

- Develop and maintain community support networks.
- Liaise with other relevant service providers, for referral, consultation, discharge planning, monitoring and review.
- Develop programs and interventions to address the needs of the client group.

Administration

High standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes the following requirements:

- Data entry & ACSO reporting is accurate, up to date with all relevant information included, ensuring attention to significant treatment goals within reporting time frames.
- Client files and electronic records are appropriate, accurate and up to date, with all relevant information included.
- Outcome measurement surveys are administered at the entry, mid- and exit point of client's involvement with service when/if appropriate

- Maintain statistics and data as required by the funding body and organisation of each individual client.
- Where required attend weekly and monthly meetings and present a report on workload, issues related to the effectiveness of the service, training etc.
- Contribute to creating an environment and culture of respect and honesty through actively seeking and integrating client feedback into all aspects of service delivery.
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Note: Client files are regularly audited to ensure they satisfy the Lead Agency standards and policies.

Professional Development:

- As part of the annual Job Plan, in collaboration with your Manager, identify one's own professional needs and attend relevant training, as approved by manager.
- Participate in regular individual and group clinical supervision.
- Participate in regular Team meetings as scheduled.

Key Working Relationships

Internal:	External:
Family Program	Other AOD Services and related health care providers.
Program Manager and Coordinator	Allied Health professionals & GPs
Windana staff and management	

Selection Criteria

Qualifications

- Tertiary qualifications in social work, psychology, counselling or nursing.
- Qualifications in Family Therapy and/or family inclusive practice desirable
- Completion of Certificate IV (Four AOD Competencies for applicants with health-related degrees) or Diploma in AOD and Mental Health or the commitment to complete studies whilst in employment (enrolment within first 2 months of employment).
- Current First Aid Level II Certificate.

Desirable Skills & Competencies

- Experience in working with families and children with complex needs, including alcohol and other drug issues
- Experience in facilitating psycho-educational and therapeutic groups and training/information sessions
- Capacity to work with people with co-occurring AOD and psychiatric presentations & people involved in the criminal justice system including populations from culturally and linguistically diverse backgrounds.
- An understanding of Victorian Child, Youth and Family specific legislation
- Knowledge in understanding Family Violence specific frameworks.
- Computer literacy with competence in the use of Microsoft Word for Windows; Excel, Access and Outlook and experience in using electronic records databases to prepare case notes and clinical reports which meet required professional standards.
- Demonstrated planning and organisational skills.

Additional Requirements

All employees are required to:

- Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates.
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Windana clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- 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
- 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
- Be aware of and comply with the Windana Code of Ethics and Practice
- Have a current Victorian Driver's license
- Have valid working rights to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
- All positions at Windana are subject to on-going government funding.
- Remuneration Packaging is available in accordance with current legislation.
- 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.
- 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.
- 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 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: