



POSITION DESCRIPTION

Position Title	Volunteer Therapeutic Community (TC) Naturopath Assistant
Directorate:	Withdrawal and Community Services
Program	Health and Healing
Award/Agreement	Choose an item.
Classification	Volunteer
Reports to	Program Coordinator Community Services
Direct reports	None
Date of Review	5/07/2022

The Organisation
<p>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.</p> <p>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.</p> <p>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.</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • 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. <p>We are a learning and knowledge-sharing organisation.</p>
Program Information
<p>Community Services</p> <p>Community Services is a program of services including; Family Services, Art Therapy, Windana Health and Healing, Counselling, Care and Recovery Coordination, Harm Reduction, Moe Day Therapeutic Program and Peer Support Group.</p>

Windana Health & Healing (WHH)

Windana Health and Healing (WHH) and our Community Clinic forms a team of the Community Services Program. Our practitioners offer a range of natural and complementary healthcare services to both Windana clients and the general public. Clients may access a range of therapies, including naturopathy as part of their withdrawal program. Once back in the community, clients may continue to access free or low-cost therapies. The Windana complementary therapies team offers naturopathy in all residential programs and as an outpatient service, student acupuncture clinic, student osteopathy clinic, yoga, and remedial massage. Nutritional supplements, herbal remedies and natural hair and skin products are available from our not-for-profit dispensary shop in St Kilda.

Position Objective

Volunteers add value to Windana by bringing skills, knowledge, and a willingness to make a positive contribution which opens new possibilities for our organisation. They provide us with vital resources that we wouldn't otherwise have access to.

The WHH Naturopathic Assistant Volunteer is engaged to provide support to the Senior Naturopath based at the Therapeutic Community.

Position Responsibilities

- Assist with maintenance and packing of dosette boxes according to residential naturopathic charts
- Project and administrative duties as directed by TC Naturopath and or Community Services Program Coordinator
- Attend and provide support to TC Naturopath as required for Wellbeing groups
- Attend 'Nutrition Commission' meetings and engage in the 'Food as Medicine' program

Key Working Relationships

Internal:	External:
Windana staff	Product suppliers
Windana residents	

Selection Criteria

Mandatory Skills & Competencies

- Empathetic to values of Windana
- Commitment to continuous quality improvement and OHS
- Criminal records check
- The ability to abide by Windana's undertaking re: confidentiality
- A desire to help Windana achieve its goal of *helping people rebuild their lives*
- Excellent administrative skills and attention to detail

Qualifications

- 2nd year and above student in a degree qualification or above in Health Science (Naturopathy)

Desirable Skills & Competencies

- Previous volunteer work in the Community Sector
- General volunteering experience

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.
- It is condition of employment that employees must be fully vaccinated against COVID-19 to perform duties at Windana. If for any reason you are not medically eligible to be vaccinated against COVID-19, you must provide evidence of having a health condition for which obtaining a COVID-19 vaccination is contraindicated.
- 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
- A current Victorian Driver's license is essential
- Have valid working rights to work in Australia

General Information

- Employment terms and conditions are provided in accordance with the Individual Contract
- 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: