



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service - Midwest		Position No:	604961
Division:	Mental Health & Community Alcohol Drug Service	Title:	Senior Community Drug Service Officer
Branch:	Community Alcohol Drug Service	Classification:	HSO Level 5
Section:	Community Alcohol Drug Service	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Manager Mental Health & CADS
	Classification:	P - 5
	Position No:	605049

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
001604 Alcohol and Drug Team Leader
604954 Youth Service Officer
604961 Snr Community Drug Service Officer
604957 Prevention and Intervention Officer
604974 Aboriginal Services Officer
605256 Care Worker
605004 Receptionist
604944 Prevention Officer

Responsible To	Title:	Regional Manager Community Alcohol Drug Service
	Classification:	HSO Level 8
	Position No:	604990

This position	Title:	Senior Community Drug Service Officer
	Classification:	HSO Level 5
	Position No:	604961

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Develops, implements and evaluates strategies for the treatment of clients with alcohol and drug related problems, in consultation with the Regional Coordinator Alcohol and Other Drug Services.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

- A fair share for country health*** – securing a fair share of resources and being accountable for their use.
- Service delivery according to need*** – Improving service access based on need and improving health outcomes.
- Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.
- Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

OUR VALUES

Community - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A ‘can-do’ attitude.

Compassion - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

Quality - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

Integrity - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

WA Country Health Service –
Midwest

30 June 2017

REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	TREATMENT	R	65
1.1	Consult with local communities in the WA Country Health Service Midwest region in order to develop alcohol and drug treatment programs.		
1.2	Liaise with relevant health professionals, government and non-government agencies in developing and implementing, alcohol and drug treatment programs.		
1.3	Identify priorities for all alcohol and drug treatment activities in consultation with the Regional Coordinator Alcohol and Other Drug Services.		
1.4	Assist health services in the region to develop policy and implementation programs for the treatment of alcohol and drug related harm.		
1.5	Provide individual and group counselling for alcohol and drug related clients and their families.		
1.6	Participate in multi-disciplinary case conferences and team meetings as appropriate.	R	20
2.0	ADMINISTRATION		
2.1	Plan, coordinate and evaluate programs.		
2.2	Develop, maintain and evaluate policies and procedures to ensure practice complies with required standards.		
2.3	Organise and provide training of health professions, health workers, teachers and community members in methods of treating alcohol and drug related problems.		
2.4	Provide case reports and other information as required.		
2.5	Document activities and collect data relevant to the evaluation and reporting of treatment programs.		
2.6	Provide timely statistics and reports to the Regional Coordinator Alcohol and Other Drug Services.		
2.7	Support other Service Officers as required.		
2.8	Complete funding submissions as required.	R	10
3.0	DEVELOPMENT		
3.1	Participate in and contribute to the development and function of the Community Alcohol Drug Service.		
3.2	Supervise work experience participants, students and volunteers where applicable.		
3.3	Undertake training as requested.		
3.4	Develop and promote the role of the Community Alcohol Drug Service both within the Midwest region and the wider community.		
3.5	With approval, initiate and participate in research programs.	O	5
4.0	OTHER		
4.1	Other duties as required or directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

- Demonstrated experience in developing and implementing alcohol and drug treatment, prevention and/or education programs.
- Demonstrated experience in alcohol and drug related minimal interventions, the application of pharmacotherapies, and the application of alcohol and drug related psychotherapy's.
- Demonstrated effective communication skills, including oral communication, successful submission preparation, report writing and public speaking.
- Demonstrated experience working with community groups and in a cross-cultural environment.
- Demonstrated computer literacy skills, particularly word-processing.
- Current Drivers Licence and ability to travel within the region.

DESIRABLE

- A tertiary qualification in a relevant discipline.
- Demonstrated experience in organising and conducting training programs.
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton / Carnarvon	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Evidence of current Working with Children check • Successful Pre- Placement Health Screening clearance • Current drivers licence and ability to travel within the region Allowances District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: Manager	WA Country Health Service – Midwest 30 June 2017 REGISTERED	Signature and Date: Regional Director	WA Country Health Service – Midwest 30 June 2016 REGISTERED
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As occupant of this position, I certify that the above is an accurate statement of the duties, responsibilities and other requirements of the position.

Name	Signature	Date Appointed	Date Signed

**WA Country Health Service –
Midwest**

30 June 2016

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