



## JOB DESCRIPTION FORM

### Section 1 - POSITION IDENTIFICATION

		<b>Position No:</b>	613605
<b>Division:</b>	Kimberley	<b>Title:</b>	<b>Indigenous Diversion Program Project Officer</b>
<b>Branch:</b>	Kimberley Mental Health and Drug Service (KMHDS)	<b>Classification:</b>	HSO Level G5
<b>Section:</b>	Kimberley Community Alcohol and Drug Service (KCADS)	<b>Award/Agreement:</b>	Health Salaried Officers Agreement

### Section 2 - POSITION RELATIONSHIPS

Responsible to	<b>Title:</b>	Regional Manager KMHDS	↑	<b>Other positions reporting directly to this position:</b> <b>Title</b> Community Drug Service Worker (Broome) – Multiple Community Drug Service Worker (KUN) – Multiple Clerical Officer - Multiple IDP Project Officer CDSW Remote - Multiple Prevention Services Officer - Multiple Senior Health Promotion Officer - Multiple Suicide Prevention Coordinator
	<b>Classification:</b>	HSO Level G10		
Responsible to	<b>Position No:</b>	200368	↑	
	<b>Title:</b>	Coordinator KCADS		
Responsible to	<b>Classification:</b>	HSO Level G8	↑	←
	<b>Position No:</b>	200550		
This position	<b>Title:</b>	<b>Indigenous Diversion Program Project Officer</b>	↑	
	<b>Classification:</b>	HSO Level G5		
This position	<b>Position No:</b>	613605	↑	

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> </tr> </tbody> </table>	Position No	Title	N/A		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Category	Number		
Position No	Title								
N/A									
Category	Number								

### Section 3 - KEY RESPONSIBILITIES

Provides alcohol and other drug assessment, referral and intervention to offenders with substance use issues, appearing in the Magistrate's Court across the Kimberley. Delivers alcohol and other drug community development, prevention and early intervention programs within the project's rural and remote communities. Liaises with relevant stakeholders in relation to client and program outcomes. Travel required as part of the Court Circuit (East Kimberley)

GTITLE	Indigenous Diversion Program Project Officer	POSITION NO	613605
		CLASSIFICATION	HSO Level G5



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**OUR PURPOSE – What we are here to do**

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

**OUR STRATEGIC DIRECTIONS TO 2018**

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services



**OUR GUIDING PRINCIPLES**

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

**OUR VALUES**

**Community** – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

**Compassion** – listening and caring with empathy, respect, courtesy and kindness.

**Quality** – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

**Integrity** – accountability, honesty and professional, ethical conduct in all that we do.

**Justice** – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<b>GTITLE</b>	<b>Indigenous Diversion Program Project Officer</b>	<b>POSITION NO</b>	613605
		<b>CLASSIFICATION</b>	HSO Level G5

#### Section 4 - STATEMENT OF DUTIES

<b>Duty No</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
<b>1</b>	<b>DIVERSION/CLINICAL SERVICE DELIVERY</b>	<b>D</b>	<b>60</b>
1.1	Provides alcohol and other drug assessments and referrals for offenders with alcohol and/or other drug use problems, appearing in the Magistrate's Court as part of the Indigenous Diversion Program. Provides feedback to the court on offender progress through the program.		
1.2	Develops treatment plans and provides treatment for offenders with alcohol and/or other drug problems referred through the Magistrate's Court.		
1.3	Provides a treatment intervention for offenders with alcohol and/or other drug problems referred through the Magistrate's Court.		
1.4	Develops and implements community development, prevention and early intervention activities within the rural and remote communities on the Magistrate's circuit(s).		
1.5	Travels with the Magistrate on their court circuit(S) to deliver the diversion services.		
<b>2</b>	<b>PROJECT MANAGEMENT</b>	<b>D</b>	<b>30</b>
2.1	Attends regular meetings that include representatives of the programs key stakeholders for the implementation and ongoing management of the program.		
2.2	Liaises with the Mental Health Commission regarding the supports required for the implementation and ongoing management of the program.		
2.3	Assists the Mental Health Commission to design and prepare culturally secure resource materials on alcohol and other drugs use that are relevant for use in drug diversion programs and to support community initiatives. Community Drug Service Worker (Broome) – Multiple		
2.4	Reports to the Mental Health Commission in line with the Agreement between the office and the agency for the implementation of the program.		
2.5	Identifies strategies to enhance responses within the drug diversion services to reduce drug related harm.		
2.6	Assists with initiatives to increase access to treatment and prevention by developing links to relevant strategies and services with the Mental Health Commission, other alcohol and other drug services and the Department of Justice.		
<b>3</b>	<b>OTHER</b>	<b>D</b>	<b>10</b>
3.1	Functions as team member and shares specialist knowledge and skills in the management of clients in practice and organisational development processes.		
3.2	Collects and keeps records and files in accordance with the principles and standards of agency's policies and procedures.		
3.3	Participates in performance development processes.		
3.4	Other duties as directed by line manager or their delegate.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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.

**WA Country Health Service**

**20 November 2017**

**REGISTERED**

<b>GTITLE</b>	<b>Indigenous Diversion Program Project Officer</b>	<b>POSITION NO</b>	613605
		<b>CLASSIFICATION</b>	HSO Level G5

## Section 5 - SELECTION CRITERIA

### ESSENTIAL:

1. Well-developed interpersonal and communication skills with the ability to work independently and in a team environment.
2. Understanding of prevention and community development approaches within Indigenous communities.
3. Experience delivering brief interventions and counselling services in relation to drug and alcohol use.
4. Sound knowledge of resources available in the community health area, particularly within the alcohol and other drug area.
5. Current C class drivers Licence and an ability and willingness to travel including overnight stays away from home.

### DESIRABLE:

1. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.
2. Tertiary qualifications in social, health or behavioural science or relevant work experience.
3. Computing skills including word processing, spreadsheets and power point.
4. Knowledge of drug diversion programs, court procedures and community justice functions.
5. Experience in the development of culturally secure resources for education and/or information.

<b>Location</b>	Kununurra	<b>Accommodation</b>	As per WACHS Kimberley policy
<b>Appointment/ Allowances Conditions</b>	<p><b>Appointment is subject to:</b></p> <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance and Working With Children Check (WWCC)</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Evidence of a current C class Drivers Licence</li> </ul> <p><b>Allowances include:</b></p> <ul style="list-style-type: none"> <li>• District Allowance as applicable</li> <li>• Annual Leave Travel Concession as applicable</li> <li>• Air Conditioning Subsidy as applicable</li> <li>• Additional week Northwest Leave</li> </ul>		
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>WA Country Health Service</b></p> <p><b>20 November 2017</b></p> <p><b>REGISTERED</b></p> </div>			
<b>Specialised equipment operated</b>			

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Manager**  
**Kimberley Mental Health and Drug Service**

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Regional Director**  
**WACHS Kimberley**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed