



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

| | | | |
|------------------|--|-------------------------|---|
| | | Position No: | 200391 |
| Division: | Kimberley | Title: | Community Drug Service Worker (Broome) |
| Branch: | Kimberley Mental Health & Drug Service (KMHDS) | Classification: | HSO Level G5 |
| Section: | Kimberley Community Alcohol & Drug Service (KCADS) | Award/Agreement: | Health Salaried Officers Agreement |

Section 2 - POSITION RELATIONSHIPS

| | | | |
|-----------------------|------------------------|---|--|
| Responsible To | Title: | Regional Manger KMHDS Broome | Other positions reporting directly to this position: Title Community Drug Service Workers - Multiple Clerical Officer – Multiple IDP Project Officer Community Drug Service Workers - Remote Prevention Services Officer – Multiple Senior Health Promotion Officer - Multiple Suicide Prevention Coordinator - Multiple |
| | Classification: | HSO Level G10 | |
| Position No: | 200368 | | |
| ↑ | | | |
| Responsible To | Title: | Coordinator KCADS | ← |
| | Classification: | HSO Level G8 | |
| Position No: | 200550 | | |
| ↑ | | | |
| This Position | Title: | Community Drug Service Worker (Broome) | |
| | Classification: | HSO Level G5 | |
| Position No: | 200391 | | |
| ↑ | | | |

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|--|-------|---|--------|
| Positions under direct supervision: | | ← Other positions under control: | |
| Position No | Title | Category | Number |
| NIL | | | |

Section 3 - KEY RESPONSIBILITIES

Responsible for service delivery of the Community Drug Service Team including clinical service delivery, community service delivery, education & training in the intervention and prevention of alcohol & drug related issues.

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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, Indigenous 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 – 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.

WA Country Health Service
21 May 2018
REGISTERED

| | | | |
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Section 4 - STATEMENT OF DUTIES

| Duty No | Details | Freq | % |
|----------|---|---------------|-----------|
| 1 | CLINICAL SERVICE DELIVERY | Daily | 70 |
| 1.1 | Provides assessment, treatment, case management and referral of clients aged 14 years and over, and their families, parents and significant others, who are seeking support with alcohol and other drug (AOD) problems and other co-occurring difficulties. | | |
| 1.2 | Develops and delivers community alcohol and drug treatment programs. | | |
| 1.3 | Responsible for delivering AOD prevention and diversion programs such as the Cannabis Diversion Program and Alcohol Interlock Scheme . | | |
| 1.4 | Provides support to other human service providers in the management of substance use issues. | | |
| 1.5 | Provides and facilitates coordinated care in partnership with NWMHS and other human service providers. | | |
| 1.6 | Maintains clinical documentation on client treatment. | | |
| 1.7 | Participates in multi-disciplinary case conferences and team meetings. | | |
| 2 | STAFF SUPERVISION | Weekly | 5 |
| 2.1 | Supervision of trainee staff and students on placements as required. | | |
| 2.2 | Participates and assist in the orientation process of new staff. | | |
| 3 | COMMUNITY SERVICE DELIVERY | Weekly | 10 |
| 3.1 | Ascertains needs in relation to substance use issues with community organisations and human service providers and implement support services and prevention activities to meet those needs. | | |
| 3.2 | Liaises with other human service providers and relevant groups to assist regional co-ordination of drug strategy. | | |
| 3.3 | Assists in the establishment of, and provide support to local drug action groups in the community. | | |
| 3.4 | Responds to relevant community requests and facilitates community access to resources as they relate to substance use issues. | | |
| 4 | EDUCATION AND TRAINING | Weekly | 10 |
| 4.1 | Organises and provides training for relevant government, non-government human service providers and community members in the management of substance use issues. | | |
| 4.2 | Assists in the development and facilitation of culturally appropriate training programs for Aboriginal human service providers and Aboriginal communities in the management of substance use issues. | | |
| 4.3 | Organises, provides and evaluates community alcohol and drug education programs. | | |
| 4.4 | Assists in the development of alcohol and drug education programs in consultation with, and relevant to Aboriginal people and their community. | | |
| 4.5 | Promotes and provides support to the School Drug Education Project and encourage school and community links. | | |
| 4.6 | Updates professional knowledge and skills including participation in staff development programs. | | |
| 5 | OTHER | Weekly | 5 |
| 5.1 | Maintains and documents statistical records of clinical treatment, professional consultation, education and training activities relevant to the evaluation and reporting requirements of the service. | | |
| 5.2 | Provides monthly reports and statistics to the Coordinator. | | |
| 5.3 | Responsible to the Coordinator, Kimberley Community Alcohol & Drug Service and contributes to the development and function of the team. | | |
| 5.4 | Other duties as required. | | |

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

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

1. Demonstrated experience in the comprehensive management & counselling of individuals, families & communities with alcohol and drug related issues.
2. Clear and concise knowledge, understanding and experience of Aboriginal culture and working with Aboriginal people in relation to substance use.
3. Demonstrated knowledge and understanding of working within the harm minimisation framework.
4. Experience in community service development, education and prevention in relation to substance use issues.
5. Well-developed verbal, written and interpersonal communication skills, and the ability to work autonomously and cooperatively within a team environment.
6. Current C Class driver's license 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. A tertiary qualification or progression towards the achievement in social, behavioural or health related field.
3. Current knowledge and obligations of relevant legislative, policy and practise in mental health including the National Standards for Mental Health Service, the Western Australian Mental Health Act (2014), , Disability Services and Occupational Safety and Health, Risk Management and Quality and how these affect employment and service delivery
4. Rural and remote experience.

Section 6 – APPOINTMENT FACTORS

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|---|--|----------------------|---|
| Location | Broome | Accommodation | As per WACHS Kimberley Accommodation Policy |
| Allowances/ Appointment Conditions | <p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Completion of a 100 point identification check • This position is subject to a successful Criminal Record Screening and a Working with Children Check • Successful Pre- Placement Health Screening clearance • Evidence of current C Class drivers licence <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air Conditioning Subsidy as applicable • Additional week Northwest Leave | | |
| Specialised equipment operated | | | |

WA Country Health Service

21 May 2018

REGISTERED

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 |
|------|-----------|----------------|-------------|
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