



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

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

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<p><b>Title:</b> Regional Manager Mental Health and Community Alcohol &amp; Drug Service</p> <p><b>Classification:</b> HSO Level G10</p> <p><b>Position No:</b> 615647</p>	<p><b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b></p> <p><u>Title</u></p> <p>Alcohol and Drug Team Leader Prevention Services Officer Youth Service Officer Prevention and Intervention Officer Snr Community Drug Service Officer Aboriginal Services Officer Aboriginal Diversion Officer Community Liaison Officer Mental Health Promotion Coordinator</p>
<b>Responsible To</b>	<p><b>Title:</b> Coordinator Community Alcohol &amp; Drug Service</p> <p><b>Classification:</b> HSO Level 8</p> <p><b>Position No:</b> 604990</p>	
<b>This position</b>	<p><b>Title:</b> Senior Community Drug Service Officer</p> <p><b>Classification:</b> HSO Level 5</p> <p><b>Position No:</b> 604961</p>	

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.

**WA Country Health Service**  
**Midwest**  
**22 January 2021**  
**REGISTERED**

TITLE	Senior Community Drug Service Officer	POSITION NO	604961
		CLASSIFICATION	HSO Level 5



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 MISSION**

To deliver and advance high quality care for country WA communities

**OUR VISION**

To be a global leader in rural and remote healthcare

**OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

**OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to

improve care

**WA Country Health Service**

**Midwest**

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**Section 4 – STATEMENT OF DUTIES**

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>TREATMENT</b>	<b>R</b>	<b>65</b>
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 Coordinator Community Alcohol and 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.		
<b>2.0</b>	<b>ADMINISTRATION</b>	<b>R</b>	<b>20</b>
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 Coordinator Community Alcohol and Drug Services.		
2.7	Support other Service Officers as required.		
2.8	Complete funding submissions as required.		
<b>3.0</b>	<b>DEVELOPMENT</b>	<b>R</b>	<b>10</b>
3.1	Participate in and contribute to the development and function of the Midwest Mental Health and 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 Midwest Mental Health and Community Alcohol & Drug Service both within the Midwest region and the wider community.		
3.5	With approval, initiate and participate in research programs.		
<b>4.0</b>	<b>OTHER</b>	<b>O</b>	<b>5</b>
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**

1. Demonstrated experience in developing and implementing alcohol and drug treatment, prevention and/or education programs.
2. Demonstrated experience in alcohol and drug related minimal interventions, the application of pharmacotherapies, and the application of alcohol and drug related psychotherapy's.
3. Demonstrated effective communication skills, including oral communication, successful submission preparation, report writing and public speaking.
4. Demonstrated experience working with community groups and in a cross-cultural environment.
5. Demonstrated computer literacy skills, particularly word-processing.
6. Eligible for / or in possession of a current C or C-A Class drivers licence.

**DESIRABLE**

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

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Geraldton / Carnarvon	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Provision of the minimum identity proofing requirements</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Successful Working With Children Check</li> <li>• Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including <i>overnight stays</i></li> </ul> Allowances <ul style="list-style-type: none"> <li>• District allowance; air conditioning subsidy (if applicable); extra one week's leave north of 26° parallel; air travel concession</li> </ul>		
<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:  
**Manager**



Signature and Date:  
**Regional Director**



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

