

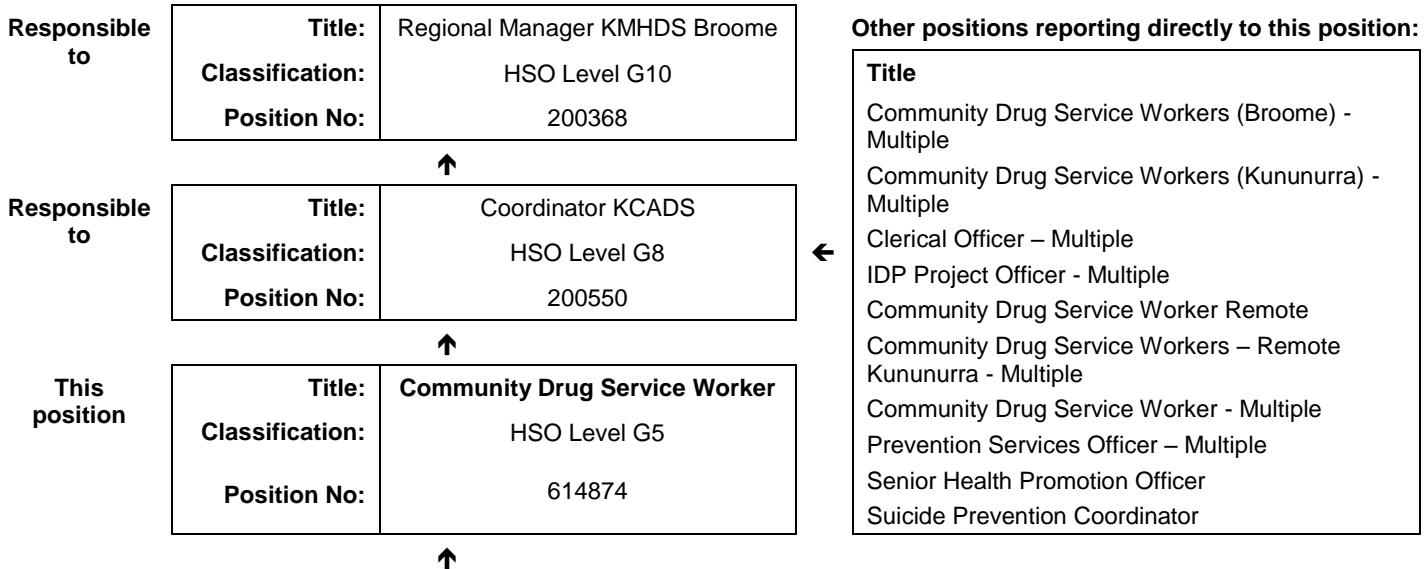


JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	614874
Division:	Kimberley	Title:	Community Drug Service Worker
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



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

Section 3 - KEY RESPONSIBILITIES

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

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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	CLINICAL SERVICE DELIVERY		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		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		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		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		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 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 the comprehensive management and counselling of individuals, families and 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 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 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

Location	Kimberley	Accommodation	As per WACHS Kimberley policy
Appointment/ Allowances Conditions	Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> • Successful Working With Children Check • Evidence of a current C class driver's licence and ability to travel within the region as required including overnight stays • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check 		
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
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

WA Country Health Service

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