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| **Position Title & Level/Grade:** | Specialist AOD Worker  CatholicCare Enterprise Agreement Level 4. | **Department:** | Youth, Mental Health, Homelessness, ATOD & Family Services. |
| **Reports to:** | AOD Programs Manager. | **Supervises:** | Nil |
| **Internal Liaisons:** | Portfolio Director, AOD Programs Manager, Specialist AOD Workers/Peers, Corporate Staff. | **External Liaisons:** | ACT Policing, ACT Ambulance Service, and specialist ATOD Health services. |

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| **Position Objective** | The Sobering Up Shelter (SUS) provides a non-judgmental and responsive service that assists men & women over the age of 18 who are under the influence of Alcohol & Other Drugs to recover in a safe and clean environment. SUS operates from 11pm to 11am Thursday, Friday and Saturday nights as well as other significant dates and events as required. The Specialist AOD Worker is responsible for providing a professional and confidential service, in adherence to the CatholicCare Behaviour and Code of Conduct Staff Handbook. This is in addition to relevant Professional Codes of Ethics and Conduct specific to the ATOD sector.  Specialist AOD Workers are required to attend professional development on a regular basis and adhere to the Qualification Standards of the ATOD sector. |
| **Key Responsibilities** | **Building Quality Organisation:**   1. Staff are expected to contribute to a safe and healthy workplace environment, as well as to provide a service that conforms to agency and government rules and regulations. 2. Staff are expected, at times, to participate in corporate events, this could be the social club, working groups, committees etc. 3. Participate in the review of program and agency policies. 4. Staff are expected to participate in building a quality service, which includes providing feedback, identifying improvement opportunities and innovative practice.   **Providing Quality Services and Programs:**   1. Assess the level of intoxication of each referral, and assist the client to enter the service where eligible. 2. Regularly monitor and supervise the client during their overnight stay, and respond to requests and crises as appropriate. 3. Provide assistance with:  * Personal care, bathing, changing and toileting of intoxicated clients. * Monitor the health, hygiene and wellbeing of each client. * Morning meals. * Maintenance duties including the laundering of linen and shelter clothing and cleaning of facilities.  1. Promote harm minimisation advice and practices to clients who access the service. 2. Offer pre-discharge intervention in the form of information provision and referral to Alcohol, Tobacco & Other Drug services, counselling agencies, legal and accommodation services as well as other services. 3. Provide First Aid to clients, and manage other Critical Incidents as required. 4. Liaise with Police, Ambulance, Mental Health services and other relevant services as required. 5. Adhere to the SUS’s Policies and Procedures, including those related to Work Health and Safety to ensure the security of clients, other staff members and CatholicCare property. 6. Maintain data and keep records as required. 7. Attend meetings and participate in supervision and training as required. 8. Have good knowledge of other CatholicCare programs and external agencies. 9. Maintaining a safe and welcoming office environment.   **Sustaining Quality External Relationships:**  1. You are required to provide a professional and quality service to all stakeholders  2. You will be required at times to represent the agency |

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| **Key Selection Criteria** | | | |
| * Must have Certificate IV in Alcohol and Other Drugs OR Certificate IV in related field AND have completed the 4 core competencies of the Certificate IV in AOD. * Demonstrated understanding and experience of the key issues facing people experiencing AOD issues and are intoxicated and/or under the influence of drugs. * Hold a current drivers’ license, a current Working with Vulnerable People card and be willing to undergo a police check. | | | |
| **Experience & Knowledge** | * Knowledge of relevant Acts including Intoxicated Person’s Care and Protection Act 2004. * Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation * Understanding of Quality Assurance Standards, protocols and implementation * Effective oral and written communication skills * Ability to prioritise, manage time and attention to detail. * Be able to work independently and with confidential situations. * Ability to respond appropriately to a crisis. * Knowledge of Alcohol, Tobacco and Other Drug Services within the ACT and surrounding region and ability to liaise, advocate and refer to outside agencies on behalf of clients. | **Attributes** | * Evaluating and monitoring own performance. * Having knowledge and confidence in own ideas and vision. * Articulating own ideas and vision. * Taking responsibility. * Working ethically. * Working under pressure. * Demonstrating resilience. * Being patient and persuasive. * Being punctual * Accepting change. * Empathetic. * Emotional Intelligence. * Commitment to Social Equity. * Sense of Humour. * Enthusiastic * Positive team attitude * Well established professional boundaries |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |