



**ORANA HAVEN ABORIGINAL CORPORATION**  
(Drug & Alcohol Rehabilitation Centre)

## POSITION DESCRIPTION

<b>POSITION</b>	<b>Alcohol and Other Drugs (AOD) Outreach and Support Worker</b>
<b>Reports to</b>	Co-ordinator
<b>Hub</b>	Forbes
<b>Level</b>	2 to 3
<b>Pay Point</b>	1 to 4
<b>Date Revised</b>	June 2022

The Position description is a broad description of the accountabilities, duties and conduct of an employee of Orana Haven Aboriginal Corporation. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisations.

### Primary Purpose

The AOD Outreach and Support Worker is responsible for the delivery of holistic case management to Aboriginal clients and their families experiencing alcohol and other drug issues.

### Orana Haven Aboriginal Corporation Values

The Weigelli & Orana Haven Hub Project provides holistic case management for Aboriginal people with drug and alcohol issues in rural and remote areas of Western NSW. The Hubs Offices are located in Forbes, Walgett and Bourke.

### Responsibilities

You are required to perform the following duties:

- Provide culturally-appropriate assessment and referral for Aboriginal clients of the Weigelli & Orana Haven Hubs;
- Prepare and implement case plans for clients – including clinical activities and welfare matters;
- Providing treatment to clients with alcohol or other drug issues by referring to appropriate clinical services, within an integrated stepped care model;
- Conduct regular individual sessions with clients in each geographical area;
- Facilitate educational and therapeutic group work;
- Provide psychosocial support, assistance with appointments and other support to clients as required;
- Actively participate in interagency meetings, community collaboration and events;

- Regular data input and records management. Complete relevant paperwork with clients, including creating and updating computerised case notes;
- Actively participate in team meetings, professional supervision, clinical supervision and training as requested;
- Prepare and facilitate discharge plans for clients.
- Liaise with other service providers in a professional manner.
- Participate in Professional Supervision.
- Contribute to the performance of Orana Haven Aboriginal Corporation, by adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Orana Haven values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Orana Haven Aboriginal Corporation's WHS policies and procedures.
- Undertake any other duties, projects or tasks as directed by their Supervisor or other delegated person, which are within their skills, competence and training.
- Comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

### **Essential Criteria**

1. (VET) qualification (or above) in a relevant areas or current enrolment in training (e.g) Aboriginal Health, Drug and Alcohol, Mental Health, Community Services, Youth Work);
2. Demonstrated experience working with rural and remote Aboriginal communities;
3. Demonstrated experience providing case management/care coordination in a similar context and environment (Lived experience is highly regarded)
4. Demonstrated experience in assessment and case planning, including clients with complex needs (e.g. co-occurring drug and alcohol issues along with homelessness, mental health, contact with criminal justice system, family violence);
5. Knowledge of and ability to liaise with a range of relevant community services in developing referral pathways, including Aboriginal and non-Aboriginal organisations;
6. Ability to organise, facilitate and evaluate groups;
7. Well-developed oral and written communication skills;
8. Demonstrated ability to work in a professional, independent and non-judgmental manner;
9. Computer literacy skills including experience recording client data in computerised databases;
10. A current Drivers Licence.
11. First Aid Certificate

### **Desirable Criteria**

12. Associated diploma or Tertiary qualifications in relevant degree

## Employee

By signing below you are acknowledging that you understand and agree to the terms and conditions of employment set out in this Position Descriptions and that you have;

- I have read and understand the terms and conditions in the attached Position Description
- I have discussed any issues I have with my Position Description with my employer and they have considered and responded to any issues raised
- have received a copy of the Position Description for my records.

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Name (print)

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Signature

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Date