

**Position: Community Teams Case Manager Position Type: Contract Full time**

**Hours: 8am – 4pm Days: Monday to Friday**

**Division: Community Team - Deakin**

**Location: Canberra**

**Recruiting Manager: Kerry Fitzroy**

**Pay point: Case Manager / Finance Officer - 2.5 - 3.2**

**Application Closing Date: 25/09/2021**

### About Karralika:

Karralika Programs Inc. is a not-for-profit organisation providing an extensive range of specialist alcohol and other drug services to the Australian Capital Territory community and surrounding New South Wales for more than 40 years.

Our teams are highly skilled and passionate workers who are client and community centred in their approach to reducing the harms associated with alcohol and other drug use.

Karralika Programs Inc. is committed to reconciliation and we encourage people from Aboriginal and Torres Strait Islander backgrounds to apply for these positions.

### About the Role:

Insert Position Description Role Information

This role is located with our Community Services programs working with Adult's and Families which may include children residing in the community. The role works within a multi-disciplinary team to provide one on one case management and group facilitation with adults recovering from problematic alcohol and other drug use.

### About You:

Skills and knowledge, you require

#### Essential

- Extensive experience in case work practice with a sound understanding of AOD clients' issues;
- Significant knowledge of and experience in leading/facilitating psycho educational and therapeutic groups;
- Excellent communication skills, ability to work as part of a multi-disciplinary team and engage with people from a wide variety of backgrounds and professions across the allied health sector;
- Proven skills in record keeping and report writing, and sound computer literacy;
- Demonstrated ability to coordinate tasks and manage time and competing priorities;
- Demonstrated reliability and ability to lead by example;
- Proven ability to solve problems and conflict situations within the workplace and open to giving and receiving feedback;

- Have a flexible work attitude and adhere to professional and agency ethics, boundaries and practices;
- Current driver's licence and First Aid Certificate;
- Current Working with Vulnerable People's Clearance;
- Have, or be eligible to obtain, AMC Security clearance;
- Knowledge of Work Health and Safety practices; and
- Certificate IV in Alcohol and Other Drugs (or other relevant qualification).

### Benefits

- Flexible working arrangements
- Work-life balance
- \$77,000 to \$ 90,000 + 9.5% super and the ability to Salary Package (Salary Packaging through FBT allowing employees to earn up to \$15,900 tax free per year)

### To Apply

1. For a full description of this role please visit our website at <http://karralika.org.au/join-us/work-with-us/>
2. Please send your cover letter outlining how your skills and experience match the essential criteria (outlined in the Position Description) and your resume to [jobs@karralika.org.au](mailto:jobs@karralika.org.au)

### Want more information?

If you would like to discuss this employment opportunity further, please contact Kerry Fitzroy on (02) 6185 1300 or email [Kerry.F@karralika.org.au](mailto:Kerry.F@karralika.org.au)