

Position Description

POSITION TITLE	ALCOHOL AND OTHER DRUGS WORKER (AODW) RESIDENTIAL SERVICES (THERAPEUTIC COMMUNITY)
LOCATION	Canberra, ACT
AGREEMENT/AWARD	Karralika Programs Single Enterprise Agreement 2010-2013
CLASSIFICATION	Pay point 1.4 to 2.3
CONTRACTED HOURS & TERM	Full-time, 76 hours per fortnight
RESPONSIBLE TO	Coordinator and Residential Programs Manager
RESPONSIBLE FOR	No line management responsibilities

Organisational Context

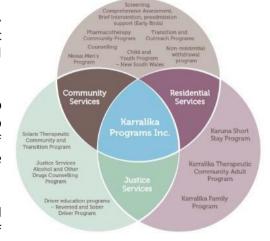
Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978. Since that time Karralika Programs has grown in scope of services and programs offered as well as working across the ACT and southern NSW regions supporting adults, families and young people.

Karralika has a justifiable reputation for the delivery of high quality, client-centred and responsive alcohol, and other drug treatment support services through a mix of residential programs, educational programs, and community-based services.

Our approach to recovery is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively, and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride.

We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of

our operations. We actively empower and enable individuals to advise, co-design and refine services, programs, and operations so their fullest potential might be realised.



Vision

Our vision is 'people living better lives'.

Mission

Our Mission is to provide specialist drug and alcohol treatment and support services that are valued by our clients and meet their needs.

We are committed to Reconciliation and Inclusion, providing a safe and welcoming space for our clients and our team to support and learn from each other, recognising and valuing the diversity of lived and living experience, genders, ages, cultural backgrounds, language and skills.



POSITION PURPOSE

FUNCTIONAL RESPONSIBILITIES

Alcohol and Other Drugs Workers (AODWs) at Karralika Programs work as part of a multidisciplinary team, to support individuals and families experiencing alcohol and other drug (AOD) dependence.

This position will provide support to people with significant AOD issues who are participating in residential treatment within the Karralika Therapeutic Community.

The position will include evening and weekend shifts on a fortnightly roster, and the position is offered as full-time.

KEY AREA RESPONSIBILITY Understand and promote the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs Inc. via consultative Strategic Leadership and forums, sharing information and ideas to enhance the strategic Management direction of the organisation and to foster good governance and corporate systems Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness, and accountability. Understand, respond and resolve straight forward client enquiries, provide information and options, and/or refer clients to other clinical personnel/service Contribute information including case and handover notes, other data entry and data retrieval tasks in relevant databases that support program objectives Provide front of house support, meet and greet clients/stakeholder and direct clients/stakeholders to the most appropriate service Assist with data gathering activities to obtain client feedback Record and pass on feedback to relevant channels Carry out general office and driving duties **Service Delivery and Program** Provide a standard range of core services in the delivery of programs Management under the direction of others including: o transporting clients to activities and appointments, supporting shopping for clients' needs o supporting partner organisation's delivery of programs to our clients

Supporting client admission processes

Support and facilitate the operation of activities/events as requested Participate and assist in therapeutic and/or education group activities

Liaise and communicate productively with a wide variety of people from all levels of service delivery across the allied health sector.

as required



	Contribute to the implementation of systems improvement initiatives and
Technical / Clinical Practice	undertake activities to develop knowledge and expertise in relation to
	professional and clinical skills.
	Comply with organisational policy and procedures
	Participate in professional supervision including peer and supervisor
Human Resource	review of professional practice, where required
Management	Assist in and support staffing processes
	Complete HR forms and reports as required
	Participate in staff meetings, house meetings, handover, and staff training a still thing.
	training activities.
Corporate Governance / Compliance	Understand and promote contemporary best practice approaches
	including national and international trends in the Therapeutic
	Community theory model and method
	Comply with, and monitor adherence with Work Health and Safety, Drive and Confidentiality, and Insident Management additions and
	Privacy and Confidentiality, and Incident Management policies and
	proceduresUnder direction, undertake assigned audit tasks as requested
	 Under direction, undertake assigned audit tasks as requested Under direction, coordinate information for quality audits as
	requested
	Assist auditors and or investigators as requested
	 Participate in activities supporting continuous quality improvement.
SELECTION CRITERIA	
	Certificate IV in Alcohol and Other Drugs (or Certificate in Community
Qualifications	Services/Mental Health with agreement to complete CertIV AOD).
	Current unrestricted Driver's License
	Current National Police Check
	Current Working with Vulnerable People Check (WWVP)
Fynavianas	Experience working in the AOD or another relevant sector, working closely
Experience	with consumers (adults, families, young people), together with experience
	working within a residential based community program.
	Case work and case notes
Technical Skills	Empathy and professional boundaries
	Consumer engagement
	Client information management systems
Technical Knowledge	Alcohol and other drug treatment approaches
	Therapeutic Communities Principles and Practices
	Knowledge and understanding of Clinical policies and procedures
	relevant to a Therapeutic Community
	Teamwork
	Working independently
	Negotiation and Conflict Resolution
Non-Technical Skills	Assertiveness Assertiveness
	Written and Oral Communication skills
	Problem Solving One of the second s
	Critical Thinking
	Computer and database Computer and database
Non-Technical Knowledge	Karralika Programs Governance Framework, policies and procedures
	including but not limited to Work Health and Safety, Privacy and
	Confidentiality.



•	Integrity – fulfilling duties and responsibilities, acting ethically and with
	integrity in all dealings and interactions
•	Collaborative, curious and courageous – must be able to function as an
	effective team member and have the curiosity to ask questions and the
	courage to persist in robust discussion with management where
	necessary

Personal Attributes

- Emotional intelligence as well as self-awareness and selfmanagement, the ability to demonstrate empathy manifested through strong interpersonal skills. Must be able to work well in a group, listen well, be tactful and diplomatic yet able to communicate a cogent and candid viewpoint
- Respectful relationships are non-judgmental, respectful, and positive.
 Strong value placed in diversity cultural, religious, gender, disability and in life experience, in those we support and work alongside.

INDIVIDUAL WORK

Each staff member will have in place, in addition to the above responsibilities, an Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Biannual performance appraisals will be undertaken in each year.