



Position Description

Position Title: Drug & Alcohol Male Caseworker (non-clinical)

Location: 135 Kepler Street, Warrnambool

Award / Classification: Social, Community, Home Care and Disability Services Award.
Classification: Level 4.

Reports To: Team Leader, Community Services

Supervises: nil

Hours of Work: Full-time, 12 months, subject to funding

This is a designated position established as a special measure under section 12 of the Equal Opportunity Act 2010. Only male candidates are eligible to apply for this position.

Historical background

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

Organisational background

Incorporated in 1982 Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of primary health service and community services.

Overview of the position

The Drug & Alcohol Male Caseworker role provides local Aboriginal men of 18 years and over experiencing substance misuse issues with prevention, early intervention, group support, basic counselling, and referral to specialist services including treatment and care coordination and ongoing support. A particular focus is placed on reducing the uptake of alcohol and other drugs by Aboriginal women and empower and motivate community in making positive changes in their lives.

Key responsibilities

Service delivery

- Encourage, motivate, empower individuals to access mainstream services.
- Develop relapse plans for clients using a strength based/client centered approach.
- Develop exit and transition plans for clients leaving the AOD program
- Provide referrals to counselling, withdrawal, post withdrawal, including drug treatment and rehabilitation.
- Establish a direct referral pathway with mainstream AOD services.
- Develop specific Gunditjmara AOD promotional materials and increase the visibility of the program out in the community.
- Develop sound knowledge of the program guidelines, KPI's and procedures.
- Identify individuals experiencing mental health issues and provide advocacy and support to specialist clinical services.
- Develop local Drug Action initiatives that embrace Aboriginal cultural therapeutic approaches to harm minimisation.
- Develop programme specific resources.

Case management and information management

- Attend case planning and review meetings for each AOD client as needed.
- Ensure accuracy and timeliness of program and funding reporting via Communicare and other relevant reporting systems is maintained.
- Utilise existing internal services to compliment and provide further wrap around services to individuals experiencing AOD issues.
- Develop Aboriginal Stay Strong plans using the Aboriginal Stay Strong assessment tool.
- Manage time effectively and provide professional case management skills.
- Encourage a cultural healing/connection approach to recovery.
- Adhere to VADC (Victorian Alcohol and Drug Collection) reporting and assessment requirements.
- Develop strong and healthy relationship with Gunditjmara local stakeholders and service providers.
- Ensure close working relationships with the SEWB case workers and other AOD case workers.

- Attend and contribute to Gunditjmara's internal multi-disciplinary meetings with Psychologists, Aboriginal Health Workers, SEWB case workers and other relevant health professionals.

Professional / personal development

- Participate in monthly supervision with the Team Leader
- Contribute to internal staff Divisional Meetings
- Participate in and contribute to Gunditjmara Health Service staff meetings, case conferences and other professional meetings as required.
- Work collaboratively across the Gunditjmara organisation and with external agencies.
- Maintain current professional knowledge and skills relevant to the position.

Other duties

- Participate in a six monthly (post-employment) and then annual performance reviews with the Manager, Community Services, and develop a work plan for the next twelve month period
- Participate in and attend Gunditjmara organizational meetings as directed by the Manager, Community Services
- Be accountable for the effective and efficient achievement of the key responsibilities of the position.
- Be familiar with and abide by the Gunditjmara policies and procedures including Occupational Health and Safety, the Code of Conduct and Child Safety policy
- Participate in the Continuous Quality Improvement and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Contribute to monthly newsletter as required
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting requirements.
- Undertake professional development to increase skills and knowledge
- Other relevant duties within the scope of this role, as directed by the Manager, Community Services

Essential skills, knowledge, qualifications and experience

1. Knowledge of and affinity with Aboriginal and Torres Strait Islander culture, Community and community control
2. A sound knowledge and understanding of Intergenerational challenges faced by Aboriginal women
3. A sound knowledge of the social and emotional wellbeing framework (Balit Murrup)
4. A willingness to complete formal study, as required, with training expenses being met by Gunditjmara
5. Case management skills, understanding of strength based models
6. Sound communication, writing and computer skills
7. Demonstrated knowledge of Cultural Respect and apply this to practice
8. Demonstrated ability to work effectively and cooperatively as part of a team

Desirable characteristics

1. Minimum Certificate IV or Diploma in Community Services or 2 years relevant work experience in Community Services
2. Experience working with Aboriginal men experiencing SEWB issues
3. A good understanding of the National Aboriginal Social & Emotional Well-being Framework
4. Sound knowledge of Cultural Safety in practice and a willingness to learn

Child Safety

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Working With Children Check card
- be able to attain two satisfactory employment references including, attesting to your suitability to work with Aboriginal and non-Aboriginal children

Other position related information

- A current Victorian Drivers Licence is required

Guidelines for submitting applications

Application deadline is **Sunday 10 February 2019**. Specific queries about the role should be directed to Ashley Couzens, Manager, Community Services, 03 5559 1234, ashley.couzens@gunditjmara.org.au. All other queries and applications to Susan Kay, HR Coordinator: susan.kay@gunditjmara.org.au. Applications must include a covering letter, resume, 2 referees and how you meet the knowledge, skills and aptitude for the position (see above).