

1. Position Identification

Title:	Drug Education Support Coordinator
Location:	Indigo Junction Youth Service
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Crisis Accommodation Employee - Level 2
Hours of Work	38 hours per week, Monday - Friday
Date effective:	1 st July 2022

2. Reporting Relationships

Responsible To (immediate Supervisor)	Youth Service Manager
Number of Staff Positions (directly supervised)	Nil
Number of Staff Positions (indirectly supervised)	Nil

3. Organisational Values

All employees are expected to work to the vision, mission and values of Indigo Junction.

Vision

Everyone has the right to a safe place to live and grow.

Mission

Indigo Junction will:

- Offer safe, secure and affordable housing.
- Promote independence, education and personal development.
- Build capacity for social and economic participation.
- Support our clients development towards self-sufficiency.
- Use our voice to advocate for social change.

Values

Dedicated Respectful Innovative Informed Collaborative

4. The key objectives of this position are:

- To operate within the principles of harm reduction, to support young people who are impacted by alcohol and other drugs.
- Provide targeted AOD responses aligned with harm reduction strategies encouraging safer behaviours and reduction in preventable risk factors.
- Facilitate group programs and informal counselling that integrates with Indigo Junction Youth Services to achieve positive outcomes for young people.

5. The key duties and responsibilities of this position are:

Organisational

- Operate in accordance with the Indigo Junction Policies and Procedures Manual.
- Operate within the Indigo Junction Staff Code of Conduct.
- Operate in accordance with CPFS Service Standards and funding contract requirements.
- Operate in accordance with the Indigo Junction Case Management Framework.
- Provide monthly AOD reports to the Youth Service Manager.
- Access ongoing professional development and support.
- Contribute to the six-monthly reports required by the funding body as per contract.
- Other duties as directed by the Youth Service Manager, Program Manager or Chief Executive Officer.

Client Services

- Work within Indigo Junction's Trauma Informed Care framework (training and education provided for new staff).
- Under the direction of the Manager, oversee the implementation of effective and efficient delivery of case management in accordance with Service Agreements and the Indigo Junction Policy and Procedures Manual.
- Under the direction of the Manager, facilitate detailed AOD assessments and goal plans in partnership with young people that focus on AOD, mental health, wellbeing and recovery.
- Participate in a co-ordinated case work approach to service delivery.
- Provide education, counselling, and therapeutic support and intervention strategies where substance use issues impact the well-being of the individual.
- Identify client strengths to build individual capacity and resilience.
- Plan and promote drug free activities/events.
- Provide appropriate referrals to relevant agencies with a focus on AOD and mental health to enhance services to the individual.
- Plan and facilitate group programs such as drug education, art and recreation
- Provide case management to clients accommodated in transitional accommodation.
- Provide outreach case management support to young people as appropriate.

Community Liaison

- Establish and expand networks within the local community for improved information/referral services to clients of Indigo Junction Youth Services.

- Under the guidance of the Manager develop appropriate collaborative programs to meet consumer needs.

6. Selection Criteria:

The skills, experience, qualifications and attributes needed to do this job

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
A tertiary qualification in a relevant human services area and at least 3 years appropriate experience; or demonstrated equivalent.	✓	
<i>b) Experience and knowledge</i>		
Sound understanding of the principles of Trauma Informed Care.	✓	
Experience and demonstrated competence in working with people in crisis.	✓	
Understanding of the best practice principles of the AOD treatment sector.	✓	
Proven experience in responding to alcohol and drug problems.	✓	
A commitment to the notion of empowerment and self-determination.	✓	
Understanding of the cultural and social factors of homelessness and other crisis.	✓	
Experience in a case management approach with an understanding of professional boundaries in relation to client work.	✓	
Sound knowledge of resources available in the community health area, particularly those available in the drug and alcohol area.	✓	
Experience in working in a multi-disciplinary team.	✓	
Experience in providing advocacy and referral.	✓	
Knowledge of community and government resources.	✓	
Cultural competency and experience working with young people from diverse backgrounds.	✓	
<i>c) Skills and attributes</i>		
Sound assessment and counselling skills.	✓	
High level of interpersonal skills.	✓	
High level communication skills, both written and oral.	✓	

High level negotiation and advocacy skills.	✓	
High level self-management, time management and organisational skills.	✓	
Computing skills in word processing, spreadsheets and data-base.	✓	
<i>d) Training and/or licences and/or clearances</i>		
Current 'C' class driver's licence.	✓	
Current National Police Clearance.	✓	
Working with Children Clearance.	✓	
First Aid Certificate (or willingness to obtain one).	✓	

7. Certification

As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

Signature: _____
AOD Coordinator

Date: _____

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. This position description is indicative at this point in time.

Signature: _____
Chief Executive Officer

Date: _____