

1. Position Identification

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| Title: | AOD Coordinator |
| Location: | Indigo Junction Youth Service |
| Level: | CASH Award: Level 4 |
| Hours of Work | MONDAY – FRIDAY |
| Date effective: | ASAP |

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.
- Develop 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 Service Agreement.
- 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.
- Provide AOD training and consultation for staff/management.
- 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.
- 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 strengths to build individual capacity and resilience.
- Organise 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.
- Facilitate group programs such as drug education, art and recreation
- Provide outreach to former clients.
- 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.
- 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> | <i>Essential</i> | <i>Desirable</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. | ✓ | |

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|---|---|--|
| 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> | <i>Essential</i> | <i>Desirable</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> | <i>Essential</i> | <i>Desirable</i> |
|---|------------------|------------------|
| Current 'C' class driver's licence. | ✓ | |
| Current National Police Clearance. | ✓ | |
| Working with Children Clearance. | ✓ | |
| First Aid Certificate (or willingness to obtain one). | ✓ | |

7. Benefits and Culture

- Flexible working arrangements
- Not-for-profit salary packaging
- Fun, friendly and supportive team

8. How to Apply

To apply for the above position please email Sharon Gough at sharong@indigojunction.org.au.