



POSITION DESCRIPTION		
Position Title: Drug and Alcohol Worker (Overnight and Weekend)		
Division: Mareeba	Location: Mareeba	Employment Status: Casual or Part time
Reporting To: Clinical Manager, Mareeba Direct Reports: 0 In-direct Reports: 0	Award: Social, Community, Home Care & Disability Services Industry Award 2010 Award Level: 3	Last Updated: 6 January 2012 CEO/Clinical Director approved: 6 January 2012
Identified: This position has been identified for an Aboriginal or Torres Strait Islander Person under Section 14 of the Anti-Discrimination Act 1977.		

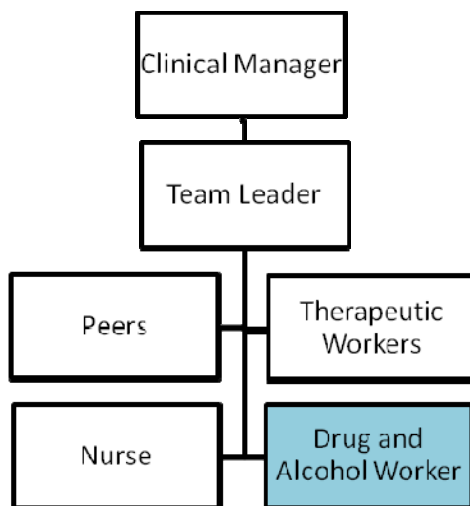
Purpose

The role of the Drug and Alcohol Worker (Night and Weekend) is to support and monitor the activities of residents in accordance with established procedures and policies during evenings and weekends.

This role functions out of hours under the out of hours structure of the Mareeba Program. This position provides support and supervision to the resident population; supervises self-administration of prescribed medications by residents and conducts and supervises urine and breath testing as per Mareeba program and policies.

The Drug and Alcohol Worker (Night and Weekend) will be required to respond appropriately to crisis situations and communicate with on-call staff as necessary and maintain client records and prepare reports as required.

Where this role sits



About Q-DAC

The Qld Drug & Alcohol Council is the trading entity for the Cairns ATSI Drug & Alcohol Residential Rehabilitation Project, and is auspiced by the Gold Coast Drug Council Inc. (GCDC)

The Gold Coast Drug Council Inc. (GCDC) had its beginnings as a voluntary organisation known as the Drug Referral Centre. It was established in 1971 as the first alcohol and drug service on the Gold Coast. In 1981 land was granted by the Gold Coast City Council at 191 West Burleigh Road to establish a centre for education, prevention, assessment, referral and detoxification – this was called Mirikai (or “place of peace”).

In the 1980’s the GCDC focused on developing professional standards for treatment and education and in 1987 adopted a Therapeutic Community approach to treatment services for young people. The GCDC was also the first residential rehabilitation centre in Australia to become accredited under the Quality Improvement Council in 2001.

Over the years the organisation has developed a range of community services which assist young people and their families. These services include residential services and a wide range of out-client services supported by both state and federal funding.

Recently, the GCDC has developed an integrated model of specialist treatment to address the complex requirements of those clients who have coexisting mental health and substance abuse needs, and is becoming one of the leading agencies in Southeast Queensland to provide these services.

This position is funded through the Mareeba Program and is subject to its ongoing tenure. The incumbent in this position will provide services to support this program.

The duties and responsibilities of employment are governed by the QDAC’s policies and procedures and those others that exist within the Group. Policies, procedures and Program Service Agreements and manuals are to be read in conjunction with the employment contract and position description.

About the Program

The Mareeba facility will operate as a Therapeutic Community and provides residential rehabilitation to Aboriginal & Torres Strait Islander Men & Women, aged 18 years and over, whose lives are afflicted by the misuse of Alcohol and Other Drugs.

As a member of the Therapeutic Community you will be required to promote and model the principles of Right Living and act as a source of Rational Authority.

The resident population is diverse in background, complex in needs and many individuals have significant mental health issues that need to be addressed in conjunction with the misuse of alcohol and other drugs.

Key Accountabilities

Performance Measures

1. Resident Supervision

Deliver resident supervision safely and competently in accordance with QDAC-Mareeba policy and procedures.

<ul style="list-style-type: none"> ● Provide out of hours support and supervision to the resident population of the Mareeba Facility as required. ● Oversee the out of hours structure of the Mareeba Facility program. ● Supervise the self-administration of prescribed medications by the resident population. ● Conduct and supervise urine and breath testing as per policies and procedures. 	<ul style="list-style-type: none"> ● Manager feedback ● Peer and stakeholder feedback ● Performance Review ● Client records are accurately maintained. ● Reports are prepared on
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<ul style="list-style-type: none"> • Respond appropriately to crisis situations and communicate with on-call staff as necessary. • Maintain client records and prepare reports as required. • Actively participate in discussion and problem solving aimed at resolving issues affecting individual or community functioning. • Assist in the planning and supervision of structured recreation activities. 	time.
Key Accountabilities Performance Measures	
<p>2. Professional Conduct</p> <p><i>Perform all work in a manner that complies with organisational guidelines, policies and procedures, relevant legislative, regulatory requirements and other relevant standards.</i></p>	
<ul style="list-style-type: none"> • Comply with QDAC program guidelines, organisational policies and procedures, relevant legislation, common law, regulatory requirements and professional standards. • Maintain an awareness of and remain compliant with legislative and organisational requirements relating to workplace health and safety, and fire safety – and acts as Emergency Chief Warden when on shift. • Works in a manner that is consistent with professional standards, ethical principles and the Code of Conduct. • Provides service that respects and protects the rights of the Residents and maintains their privacy and confidentiality. • Maintains an open and effective communication style. 	<ul style="list-style-type: none"> • Manager feedback • Peer and stakeholder feedback • Performance Review
Key Accountabilities Performance Measures	
<p>3. Team Work and Communication</p> <p><i>Work as an effective member of a diverse and multi-disciplined team and contribute to the maintenance of a harmonious therapeutic environment.</i></p>	
<ul style="list-style-type: none"> • Participate in house meetings and community activities and contribute to the maintenance of a harmonious therapeutic environment. • Participate in staff meetings and program planning sessions as required. • Work as an effective team member and relate positively to a diverse range of people. • Demonstrate collegiality, respect and team work within the work environment. • Participate as an active team member through the establishment of a consistent, supportive and cooperative working relationship. • Utilise appropriate methods of communication both written and verbal that are consistent with the values of the organisation as well as professional standards with all staff, residents and stakeholders. 	<ul style="list-style-type: none"> • Peer and manager feedback • Performance Review • Contribution and participation in team activities and meetings.
Key Accountabilities Performance Measures	
<p>4. Quality and Continuous Improvement</p> <p><i>Demonstrated commitment towards continual improvement in the quality of service delivery.</i></p>	
<ul style="list-style-type: none"> • The highest standard of work is maintained and assessed by regular audit. • Active participation in quality improvement program involving ideas 	<ul style="list-style-type: none"> • Actively seeks feedback on own performance • Training & development

<p>in regard to the improvement of quality outcomes or systems.</p> <ul style="list-style-type: none"> Identifying opportunities to improve efficiencies within the Mareeba facility and business processes and implementing solutions. Continually seeks feedback performance from other divisions and teams, to improve performance. Undertake self development activities to grow knowledge base and bridge any development gaps. 	<p>activities identified and undertaken in Performance Management Development Plan.</p> <ul style="list-style-type: none"> Seek and acts upon feedback on own performance from leader and peers
Key Accountabilities	
Performance Measures	
<p style="text-align: center;">5. Adhere to GCDC and Q-DAC's Vision, Value and Code of Conduct</p> <p style="text-align: center;"><i>Personally behave in ways that are consistent with the achievement of GCDC and Q-DAC's Vision, Values and Code of Conduct while maintaining individuality and contributing to the diversity of Q-DAC.</i></p>	
<ul style="list-style-type: none"> Personal behaviour supports and aligns with the Code of Conduct. Contribute to Q-DAC's culture by demonstrating behaviours aligned with the organisations Vision and Values: <ul style="list-style-type: none"> Community: Community for us means collaboration, participation, diversity and mutuality. Compassion: Compassion for us means generosity, nurturing, empathy and being supportive. Competence: Competence for us means valuing skill, knowledge, professionalism, commitment and diligence; and encouraging professional development and personal growth. Innovation: Innovation for us means being creative, responsive, strategic, visionary and collaborative, and valuing research and evaluation. Integrity: Integrity for us means being ethical, honest and trustworthy and principled. Optimism: Optimism for us means we believe in the power of hope, that we promote positivity, and have a firm belief in the potential for change. Respect: Respect for us means a positive regard for all individuals, and an appreciation of uniqueness and diversity. Social Justice: Social justice for us means belief in fairness and justice; the need for a balance of rights and responsibilities; and the promotion of equity and access for all people. Transparency: Transparency for us means openly communicating in relation to the decisions and practices which affect others. Constructively participate as part of the team in a collaborative manner, demonstrating respect for colleagues and working effectively within the team. Constructively and positively operate in a changing and ambiguous environment. Communicate openly, honestly, respectfully and employ appropriate lines of communication. 	<ul style="list-style-type: none"> Evidence of behaviour reflected in Performance Review. Peer and Manager Assessment. Evidence of regular self-reflection on adherence to mission and values in regular catch-ups.
SELECTION CRITERIA	
<p>SC 1 Qualifications & Experience</p>	<p>1.1. Relevant qualifications and/or experience. 1.2. Current Class C Queensland Drivers Licence.</p>

	<p>Desirable:</p> <p>1.3. Experience in a similar working environment, working with ATSI clients/stakeholders.</p> <p>1.4. Current First Aid Certificate</p>
SC 2 Knowledge & Skills	<p>2.1. Demonstrated ability to mediate, resolve conflict and deal with behavioural issues in a respectful and non- punitive manner;</p> <p>2.2. Demonstrated understanding of issues relating to the misuse of alcohol and other drugs and/or mental health issues;</p> <p>2.3. Understanding of risk management issues associated with residential care establishments and client care;</p> <p>2.4. Excellent communication skills (verbal and written) and excellent interpersonal skills, with demonstrated ability to establish and maintain effective working relationships with internal and external customers.</p> <p>2.5. Ability to contribute as an effective team member and relate positively to a diverse range of people.</p>
SC 3 Personal Qualities	<p>3.1. Ability to work collaboratively with peers, supervisors and managers.</p> <p>3.2. Demonstrated to organise and prioritise work activities and meet deadlines.</p> <p>3.3. Self motivated and able to work with minimal supervision.</p> <p>3.4. A high degree of professionalism, integrity and initiative.</p>
SC 4	<ul style="list-style-type: none"> • A significant proportion of the duties of this role involve direct communication and support services for Aboriginal and Torres Strait Islander People. Applicants must nominate an Aboriginal and Torres Strait Islander person as a referee who can attest to their knowledge, skills or experience. This person may be a community member, supervisor or work colleague.

NOTE: The successful applicant's appointment will be subject to a criminal history check.

Workplace Health & Safety

Q-DAC is committed to providing a healthy and safe workplace and delivers this through implementing measures aimed at minimising the risk of personal injury or ill health and adhering to legislation and best practice. Q-DAC employees are also obliged to take reasonable steps to ensure their own safety, health and welfare, as well as that of co-workers, clients and members of the public.

Employees must follow and abide by Workplace Health and Safety Policies, Procedures and Safe Methods of work by:

- taking reasonable care for their own health and safety and not wilfully placing themselves or others at risk
- reporting all injuries, incidents, hazards and near misses to their Manager immediately
- attend and participate in WHS training, meetings, and relevant activities
- wear the appropriate PPE that is required and provided
- not misuse equipment, and to not wilfully or recklessly interfere with items provided for the purpose of health and safety.
- follow Manager's health and safety instructions

Staff are encouraged to speak up, seek guidance and clarification regarding any work methods or procedures (new or existing) at any time.

NOTE: This position description is not intended to be all-inclusive and is an accurate reflection of the requirements of this position at the time of position approval. The employee may perform other related

duties as mutually agreed to meet the ongoing needs of the organisation.

I have read and understand the requirements and accountabilities of the position as described in the position description and agree to be employed under such conditions and the relevant Award.

Print Name:

Signature:

Date:
