



## **GOLD COAST DRUG COUNCIL INC.**

### **JOB DESCRIPTION & SELECTION CRITERIA**

<b>Position Title</b>	Drug and Alcohol Worker – Mirikai (overnight & weekend)
<b>Location</b>	191 West Burleigh Rd, West Burleigh 4220
<b>Last Reviewed</b>	July 2008

#### **About the Gold Coast Drug Council Inc.**

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.

#### **Philosophy of the Gold Coast Drug Council Inc.**

The Gold Coast Drug Council (GCDC) believes that the reason for drug use is both social and psychological. Therefore our programs have been designed to incorporate flexibility so that we can best meet the problems and progress of the individual client.

Our programs can assist our clients to strengthen their decision to stop taking their drug/s of dependence and to deal with the underlying reasons for drug use. They also offer clients practical skills that can help their behaviour to become more self-regulatory, and enhance their choices in making major lifestyle changes in order to stay free of drug/s of dependence.

We strongly believe in consumer and community participation in the development, design and evaluation of the program and we will use all avenues available to us to facilitate community participation in the way services are delivered.

### Gold Coast Drug Council Inc. Values

**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.

### Working Relationships

This position reports to the TC Coordinator and/or Clinical Director.

This position is responsible for supervising volunteers involved in the therapeutic community.

## Key Responsibilities and Tasks

### Service Delivery

- facilitating didactic, therapeutic and community groups e.g. to include consequence group; community group; house huddle; community “ice-breakers”; psychodynamic process groups; morning meetings & house meetings; objections group and didactic group
- supervising, supporting and advising residents holding house responsibilities, and facilitating the maintenance of the Therapeutic Community Process.
- providing crisis counselling, client mediation and group support to residents
- monitor and support house functioning, including acting as a “Floor Manager” including completing nominated check-ins; ensuring diary checks are complete; supervise “leave”; supervise “free time”; supervise seniors; undertake room checks and room searches as required; supervise “up-beds” processing request forms; using the “awareness system”; following up of self assessments; supervise meal rituals and procedures and ensuring activities, groups (e.g. H&I, NA) and chores are undertaken to program
- supervising and supporting resident Work Crews and “3 hours of power” and ensuring all activities run to program
- supervising routine medication
- administer and supervise medications where requested by medical professionals or clinical staff, and attend to minor ailments as reported by volunteers or residents e.g.: headaches, earaches
- undertaking urine testing
- in conjunction with the Clinical Team contributing to the development of treatment plans to address identified problems and regularly review resident’s case management plans.
- negotiating and facilitating the necessary supports to assist clients to achieve their goals, and promote links to networks and community inclusions.
- actively and constructively participating in discussion and problem solving activities aimed at resolving issues affecting individual or community functioning
- assisting in the planning and supervision of structured recreational/adventure group activities
- refer and discharge clients in accordance with provided policies, procedures and criteria, under management direction
- supervise and direct the activity of the volunteer team, to support optimal house functioning
- consult with Senior Staff Member on call in relation to any crisis, emergency or difficult medical or Therapeutic Community issue
- complete Floor Manager duties and paperwork and daily TC Worker report after each shift
- maintaining a positive, consistent, caring approach when working with at risk individuals and their issues maintaining their integrity, stability and safety
- ensure the implementation of all Gold Coast Drug Council Policies and Procedures at all times

- implementing the theoretical framework for counselling in drug and alcohol services
- perform minor first aid duties such as cleaning wounds, dressing and bandages
- being able to respond to mental health crisis, and implement mental health first aid when required
- maintain a professional relationship with residents and relevant stakeholders
- behaving ethically and function collaboratively as a member of the Gold Coast Drug Council multi-disciplinary staff team to create and maintain an optimal therapeutic environment
- relating to young people (between the ages of 15-30 years) in a manner which is relevant and appropriate to their developmental and cognitive level of functioning

#### **Telephone Information Service (available 24 hours, 7 days a week)**

- ensure that the Telephone Information Service provided by the Gold Coast Drug Council is staffed during the hours of each shift (working with the volunteer team)
- provide telephone assistance and advice to all callers, including information and/or referral to other services; liaison with Mirikai Resident's family members and liaison with other agencies such as hospitals, other health care workers, and medical practitioners, when this is in the residents best interest

#### **Service Performance**

- maintain effective record keeping on all clients including the maintenance of comprehensive databases, and regular and timely updating of all client files, including the documentation of all counselling sessions in line with GCDC policies and procedures
- contribute to the monitoring of service performance as required
- contribute to the generation of service reports as required

#### **Quality**

- participate in program evaluation and quality assurance activities including data collection, monitoring of outcomes, meeting of performance indicators, accreditation activities and other quality related initiatives
- maintain personal and professional development, by actively and constructively participating in both individual and team training and development activities, and regular clinical and personal supervision
- participate in personal evaluation initiatives including performance appraisals

#### **Health & Safety**

- work in a healthy & safe manner and encourage others to do the same
- be aware of and adhere to WH&S policies and procedures
- participate in any required training
- comply with all warning & safety signage
- report or rectify any unsafe conditions which come to their attention
- complete an accident/ incident form for all accidents/ incidents



## Selection Criteria

- SC1 Possession of a degree, diploma or certificate in the behavioural sciences and/or extensive structured experiences in an addictions treatment setting.
- SC2 Demonstrated competence in individual and group therapy for people with addictive behaviours and related issues.
- SC3 Sound interpersonal communication skills.
- SC4 Demonstrated skills in assessment, appropriate treatment interventions and case management of persons with drug related problems and co-existing emotional/behavioural disorders.
- SC5 Ability to function as a member of a multi-disciplinary team with minimal supervision.
- SC6 Sound knowledge of risk management issues associated with residential care establishments and client care.
- SC7 Experience in the supervision of volunteer staff.
- SC8 The ability to undertake administrative tasks, including a moderate level of computer literacy.
- SC9 Possess (or can obtain on appointment) a current First Aid Certificate.
- SC10 Possess (or can obtain on appointment) a “Working with Children check” Suitability Card
- SC11 Possess a current drivers licence.