



CAAPS Aboriginal Corporation

Position Description

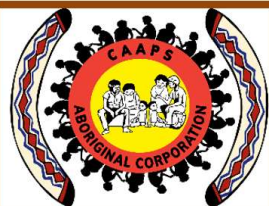
Position Title	Alcohol and Other Drugs (AOD) Social Worker
Area	Berrimah, Northern Territory
Reports To	AOD Clinical Coordinator Healthy Families
Direct Reports	Nil

Position Purpose

Provide support and trauma-sensitive care planning and goal setting aimed at the empowerment of adults who have suffered the impact of substance use of self or family members.

Responsibilities

- Coordinate and support clients to achieve assessed treatment goals, toward addressing life challenges and enhancing wellbeing.
- Focus on relationship building within a culturally safe and trauma-informed approach.
- Display a strength-based, client-centred attitude with consideration to CAAPS values.
- Facilitate comprehensive case planning in consultation with all parties and in line with CAAPS current practice models and adhere to legislative requirements of the role.
- Liaise with internal and external service providers, ensuring a collaborative approach to supporting clients to achieve their goals.
- Maintain an awareness of the client's needs and well-being, including participation in internal handover procedures, assisting with medication and provision of transport.
- Support individuals to focus on recovery aimed at long-term sustainable outcomes, including follow-up and aftercare.
- In the course of your duties, establish networks and relationships with remote and urban-based communities and organisations.
- Ensure risk management, and behaviour management policies and procedures are followed.
- Provide on-call support outside of business hours on a rostered basis, in line with CAAPS Policy & Procedures.
- Data entry and reporting in line with reporting requirements and as requested by Management, including formal written reports and up-to-date entry of case notes and referrals.
- Ensure all incidents/accidents and identified hazards are reported in accordance with the WHS policy and procedure such as lodging incident reports in Logiqc QMS.
- Work positively as a member of a multidisciplinary team, attend team meetings, participate in all planned training programs, and seek to improve performance by gaining new skills and knowledge.
- Participate in Intake panel meetings as a key member, providing essential information to other panel members.
- Conduct assessment and screening of clients in line with a biopsychosocial approach to care in line with current best practice guidelines and ensure risk management processes are met.
- Ensure that timelines regarding client applications are met in accordance with the CAAPS Intake Framework- Manage the waiting list and room allocation daily.
- Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring.
- Willingness to maintain a drug-free lifestyle, a drug test will be conducted upon employment and when requested by Management at any time.



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- Other duties as requested within the competencies of the position.

Key Performance Indicators

- Clinical case management planning is based on the individual short-term and longer-term needs across specific life domain areas and development commenced within two weeks of admission.
- Therapeutic support and interventions are provided to clients and goals are reviewed commencing from induction, continued throughout their stay and finalisation of exit processes.
- Comprehensive risk management plans are developed for adult clients participating in the AOD program.
- Client engagement includes interventions such as MI interviewing, and person-centred care.
- Referrals are made for clients and families to ensure targeted responses for support.
- Discharge plans and relapse prevention support are provided to clients.
- Post-exit case planning and review includes specific post-exit reviews at three, six and twelve months.
- Coordinate assessment of adults and families as part of the intake process.

Key Selection Criteria

- Adopts a strength-based approach to behaviour management and an understanding of trauma informed approaches.
- Willingness to work within the treatment framework developed specifically for CAAPS Healthy Families program.
- Ability to keep up to date with current drug and alcohol best practice and to provide information and support to clients.
- Demonstrated ability to modify communication styles and techniques to meet client's needs (Multilingual ability an advantage)
- Demonstrated ability to work positively both as part of a multidisciplinary team and with individuals.
- Understand and adhere to legislative requirements of the role and conscious of and respectful of the exposure to personal and confidential information.
- Contribute to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures
- Contribute to CAAPS continuous improvement to maintain QIC accreditation standards.
- Excellent verbal and written communication, competent administrative and documentation skills.
- Demonstrated computer skills including MS Suite, email, data collection/input.
- Dedicated and careful; high level of accuracy and attention to detail
- Willingness to maintain a drug free lifestyle.

Knowledge

- Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
- Demonstrated understanding of current issues impacting the delivery of AOD treatment for individuals and families affected by substance misuse.
- A sound knowledge of current local and national strategies related to the AOD field.
- Ability to work with minimal direct supervision.
- Demonstrated understanding of Work Health and Safety issues/requirements

Required Experience

- Degree level qualification (or higher) in Social Work, Social Science, or similar field.
- Certificate IV in Alcohol and Other Drugs or higher recognised qualification.



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- Extensive experience working with people with substance use issues including provision of case coordination, family work and advocacy.
- Experience in effectively delivering clinical or community services to Aboriginal and/or Torres Strait Islander people.
- Demonstrated computer skills including MS Suite, email, data collection/input and record management skills.

*Please provide the following **with your application**:

- Selection criteria responses
- Copies of any relevant qualifications
- Copy of current NT Driver's License (minimum C Class)
- Copy of current First Aid Certificate
- Copy of a Criminal History Check
- Copy of current Ochre Card (Category E), or evidence of application

I hereby acknowledge that I have read and understood my responsibilities, as outlined in this position description.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Version : 4
Date created : June 2020
Review date : last reviewed December 2023
Approved by : **Chris Hammond, CEO**