



# CAAPS Aboriginal Corporation

## Position Description

<b>Position Title</b>	<b>AOD Support Worker</b>
<b>Area</b>	<b>Berrimah, Northern Territory</b>
<b>Reports To</b>	<b>AOD Clinical Coordinator</b>
<b>Direct Reports</b>	<b>Nil</b>

### Position Purpose

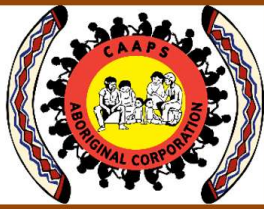
Provide trauma sensitive care and support to adults and their families who have suffered the impact of substance use and who are engaging in CAAPS AOD Program.

### Responsibilities

- Display a strength-based, client-centred attitude by providing a caring and welcoming approach to adults and families admitted into the AOD Program.
- Facilitate and support AOD client participation in activities including engagement with external services and attending appointments.
- Support clients with positive daily routines that enhance their program participation.
- Work collaboratively with AOD Case Workers to support AOD client individual and group activities (e.g. shopping).
- Trauma informed care approach is applied when working with clients.
- Work positively as a member of a multidisciplinary team and attend team meetings.
- Enter case notes into MIMASO Client Management system to record any support provided to clients and their families.
- Observe the CAAPS Values within all work activities.
- Participate in quality management and business planning activities as required toward maintaining CAAPS accreditation.
- Ensure all incidents/accidents and identified hazards are reported in accordance to the WHS policy and procedure e.g. lodging incident reports.
- In the course of duties, establish networks and relationships with remote and urban-based communities and organisations.
- Willingness to participate in after hours on-call rotation
- Willingness to maintain personal sober habits and a drug-free lifestyle, a drug test will be conducted upon employment and can be requested by Management at any time.
- Other duties as requested within the competences of the position.

### Key Performance Indicators

- Clients are supported to attend appointments, meetings and planned individual and group activities.
- Clients are supported to maintain routines that enhance their AOD program participation.
- Case workers are supported to assist clients to achieve case planning goals.
- Any support provided to clients is recorded in MIMASO Client Data Management System in an accurate and timely manner.
- Client support is delivered within a strengths based, client centred and trauma informed care approach.



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## Key Selection Criteria

- Experience working with people experiencing alcohol and other drugs issues.
- Demonstrated ability to adopt a strength based, client centered approach to support work and a solid understanding of trauma informed care.
- Energetic, sets high goals and standards and strives to achieve them.
- Good verbal and written communication, competent administrative and documentation skills.
- Demonstrated ability to work positively both as part of a multidisciplinary team and with individuals
- Demonstrated computer skills including MS Suite, email, data collection/input
- Dedicated and careful; high level of accuracy and attention to detail

## Knowledge

- A sound knowledge of effective approaches to working with Aboriginal and Torres Strait Islander families who are experiencing disadvantage.
- Knowledge of social and cultural issues impacting Aboriginal and Torres Strait Islander Peoples.
- Demonstrated understanding of Work Health and Safety issues/requirements.
- Demonstrated ability to modify communication styles and techniques to meet client's needs.

## Experience in the following area is highly regarded

- Experience working with people with substance use issues including provision of health related services.
- Multilingual ability an advantage
- Solid understanding of Aboriginal cultural practices, protocols and kinship systems an advantage.

\*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 outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Version : 2  
Date created : July 2021  
Last reviewed : July 2023  
Approved by : **Chris Hammond, CEO**