

# Position Description

The Position Description forms a part of an integrated planning process to ensure that individual performances align with the strategies and community directions of ASG. The Position Description also provides the basis on which selection criteria for the position are determined.

## GENERAL DESCRIPTION

<b>Position:</b>	Residential Careworker	<b>Location:</b>	Monarto, South Australia
<b>Reports to:</b>	Acting Manager / s – Rehabilitation Centres	<b>Award:</b>	SCHCDS Level 2.1

## PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is an Aboriginal Community Controlled Corporation that values the practice and determinations of Aboriginal culture; customs and tradition. ASG encourages positive and better life experiences empowering our clients and their community to maintain sobriety.

## ROLE PURPOSE

To provide support and care to clients in ASG rehabilitation centres

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>Initiating and monitoring rehabilitation plans for clients and liaise with allied health services to deliver appropriate, culturally safe programs to clients</li> <li>Promote substance free, independent living for clients by providing clients and their families with information, support and relevant services as appropriate.</li> <li>Assist in developing and supervising programs and educational activities for clients who want to change their lifestyle. This may include taking clients to appointments, keeping them motivated and providing support in a range of practical daily living areas.</li> <li>Act as intermediary and advocating for clients and their families with other health care professionals, referral services and other organisations including Courts, Police, Legal services and Correctional Services</li> </ul>	<ul style="list-style-type: none"> <li>Support clients to remain drug and alcohol free and encourage clients through their journey in rehabilitation</li> <li>Support client needs by assisting in developing and monitoring of appropriate client-focussed rehabilitation programs and plans.</li> <li>Encourage clients who want to change from drug/alcohol dependant lifestyle</li> <li>Support clients to work with ASG or other appropriate services</li> </ul>

<p><b>Operational Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Ensure all entries on shift are clear and precise</li> <li>• Respond to requests for information according to Aboriginal Sobriety Group's policy and procedures.</li> <li>• In collaboration with the Manager, develop and articulate clear program values and purpose which corresponds to the ASG Strategic practice framework.</li> <li>• Work proactively within the sector to work collaboratively with agencies.</li> <li>• Be an active member of the team. Contribute to building a positive and cohesive team environment.</li> <li>• Adherence to providing a safe, clean and healthy environment for clients, staff and visitors.</li> <li>• Actively develop and maintain good working relationships with external individuals, organisations and networks in a professional manner</li> <li>• Ensure secure management of client data and client files and compliance with ASG policies and legislation.</li> <li>• Ensure all Incidents are reported to the Acting Manager</li> <li>• Program discussions remain confidential</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Accurate Log book entries electronically on each working shift</li> <li>• Regular attendance at team meetings and promotion of the values of the service and advocacy.</li> <li>• Evidence of collaborative working relationships with government and non-government agencies.</li> <li>• Work with allied health services to deliver programs to clients.</li> <li>• Evidence in electronic files</li> <li>• Evidence of Incident Reports</li> <li>• Evidence of Breach to Confidentiality</li> </ul>
<p><b>Staff Support</b></p>	<ul style="list-style-type: none"> <li>• Work as a member of a small team providing rehabilitation services and support to drug and alcohol affected clients resident in ASG's rehabilitation centres</li> <li>• Work collaboratively with Aboriginal Sobriety Group's support staff.</li> <li>• Attend regular monthly team meetings</li> <li>• Attend training and professional development opportunities as delegated by the Manager.</li> <li>• Work with the Acting Manager to ensure that the principles of community development are aligned with the everyday operations of our accommodation service.</li> <li>• Contribute to the development and implementation of policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of induction and orientation.</li> <li>• Evidence of attending Professional Development Meetings</li> <li>• Evidence of regular attendance at team meetings.</li> <li>• Completion of annual appraisals within designated timeframes.</li> <li>• Evidence of attending mandatory training and any training identified via supervision.</li> </ul>

	<ul style="list-style-type: none"> <li>Promote and present a positive image of Aboriginal Sobriety Group to other staff, clients and the community in general.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of Policies read at Monthly Team Meetings</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>Work as a productive member of the Aboriginal Sobriety Group team including attending team building days when required.</li> <li>Work collaboratively with Aboriginal Sobriety Group support staff.</li> <li>Build positive working relationships by involving and engaging with others.</li> <li>Demonstrate an ability to work positively in a team environment while understanding the context of working within a broader organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the overall functioning of the service through involvement with team meetings and activities.</li> <li>Attendance at planning days and team building activities.</li> </ul>

### SELECTION CRITERIA

	<b>Essential</b>	<b>Desirable</b>
<b>Training / Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum Certificate III in AOD / Mental Health</li> <li>Current Assist in Medication Certificate.</li> <li>Current First Aid certificate</li> <li>Current Child Safe Environment Certificate</li> <li>Current Working with Children clearance</li> <li>Evidence of cultural competency training.</li> <li>Participate in development or training as required by the organisation from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Hold or be willing to undertake fire safety training</li> <li>Current Mental Health First Aid Certificate</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>Professional experience in the delivery of support work in homelessness services.</li> <li>Knowledge of client care practices in a support worker role.</li> <li>Experience and knowledge in best practices when working with Aboriginal peoples, organisations and communities.</li> <li>An insight into urban, rural and traditional Aboriginal cultures.</li> <li>Ability to work under minimum supervision.</li> <li>Ability to remain confidential</li> <li>Ability to address conflict</li> <li>Professional understanding of the drug and alcohol sector in South Australia.</li> <li>Experience in working in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of community development frameworks.</li> </ul>

<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Ability to multitask across programs and prioritise competing demands.</li> <li>• A strong and ethical customer services approach.</li> <li>• Sound knowledge of the MS Office suite of applications.</li> <li>• Strong administrative and computer skills.</li> <li>• Ability to manage conflict</li> </ul>	
<b>Licenses</b>	<ul style="list-style-type: none"> <li>• Maintenance of a full, unrestricted South Australian Driver's License.</li> </ul>	

## APPOINTMENT CONDITIONS

- On Call Casual available for 3 different shifts  
8.00am – 4.00pm  
4.00pm – 12.00am  
12.00am – 8.00am
- Subject to 6 month probationary period
- Superannuation Employer contribution
- Current First Aid certificate
- Current Child Safe Environment certificate
- Current Assist Medication certificate
- Tenure in this position is subject to funding.
- Appointment is subject to a satisfactory Working with Children Clearance
- Current SA Driver's Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with the 2019 Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation.
- ASG encourages a non-smoking environment.
- Where we have concerns that your level of fitness is adversely affecting your job performance, we may require you submit to a Fitness Capacity Evaluation to ensure that neither you nor a fellow staff member nor a client are placed at risk of injury.
- ASG reserves the right to request and employee to undertake a random drug and alcohol test.
- Duties of the position may vary according to business needs.

## WORK HEALTH AND SAFETY

Follow defined work health and safety legislation and Aboriginal Sobriety Group's policies and procedures related to the work being undertaken in order to ensure own safety and safety of others in the workplace.

## CULTURE & CODE OF CONDUCT

At Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced with your assistance, and in joining our team, you share our commitment to providing the best service to our community. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.

Within the facility, we act with integrity and professionalism, in our dealings with each other and our clients. We have a commitment to ongoing professional development and to foster an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

## EQUAL EMPLOYMENT OPPORTUNITY

### Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

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Employer Signature

Date

Print name:

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Employee Signature

Date

Print name: