

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

Position:	AOD Support Worker	Location	Riverland - Berri SA
Reports to:	Manager – Riverland	Salary	SCHCDS Level 2.1

PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is a community-based organisation providing care and support to Aboriginal and Torres Strait Islander people to sustain social, emotional and economic wellbeing. It is the aim of ASG to improve the quality of life for Aboriginal people through the provisions of programs and culturally appropriate supports.

ROLE PURPOSE

Improve the quality of life for Aboriginal people through the provisions of programs and culturally appropriate supports

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
Service Delivery	<ul style="list-style-type: none"> • Provide support and transport for clients to attend appointments and occasional MAP shifts • Engage & participate in Group Work in conjunction with the AOD Youth Worker & SEWB / AOD Worker • Support when required across multiple programs within the Riverland Service in consultation with the • Provide an exceptional customer service to clients on the phone and in person • Assist and support clients to access and participate in programs and activities, which are culturally appropriate and contribute to opportunities for them to improve their well-being and reduce substance dependency and maintain mental health • Provide the opportunity to encourage positive changes for persons within the community. • Exceptional communication with clients, manager, staff and stakeholders at all times • Any other reasonable tasks as requested by the Manager 	<ul style="list-style-type: none"> • Evidence in feedback provided • 100% accuracy of messages • Evidence in Data Collection • Regular meetings with Senior Manager • Evidence in calendars and feedback

	<ul style="list-style-type: none"> • To assist in administrative duties or to ASG programs as requested by the Manager • Assist and engage in community events held by ASG • Assist in marketing of Riverland Services and ASG as requested by the Manager 	
Operational Responsibilities	<ul style="list-style-type: none"> • Work closely with staff and Manager to achieve client targets • Respond to requests for information according to Aboriginal Sobriety Group's policy and procedures. • Responsible for ensuring the everyday community engagement is integrated into the work of the service in a way appropriate to the client, community members and the aims of the service. • Work proactively within the sector to work collaboratively with agencies. • Work with allied health services to deliver programmes to clients • Be an active member of the Riverland Services. Contribute to building a positive and cohesive team environment. • Adherence to providing a safe and clean environment for clients, staff and visitors. • Actively develop and maintain good working relationships with external individuals, organisations and networks in a professional manner • Ensure secure management of client data and client files and compliance with ASG policies and legislation • Ensure all Incidents are reported to the Manager • Ensure all Feedback is reported to the Manager • Program discussions remain confidential and do not go outside working hours 	<ul style="list-style-type: none"> • 100% accuracy in database • Regular attendance at team meetings and promotion of the values of the service and advocacy. • Evidence of collaborative working relationships with government and non-government agencies. • Work with allied health services to deliver programmes to clients. • Evidence of contributing to team meeting discussions • Evidence in meetings • Evidence of Incident Report • Evidence of feedback • Evidence of Breach to Confidentiality
Staff Support	<ul style="list-style-type: none"> • Work as a member of a small team • Work collaboratively with Aboriginal Sobriety Group's support staff. • Attend regular monthly team meetings • Attend training and professional development opportunities as delegated by the Manager. • Promote and present a positive image of Aboriginal Sobriety Group to other staff, clients and the community in general. 	<ul style="list-style-type: none"> • Completion of induction and orientation. • Evidence of regular attendance at team meetings. • Evidence of attending Professional Development Meetings • Completion of annual appraisal within designated timeframes.

Team Work	<ul style="list-style-type: none"> • Work as a productive member of the Aboriginal Sobriety Group team including attending team building days when required. • Work collaboratively with Aboriginal Sobriety Group support staff • Build positive working relationships by involving and engaging with others. • Demonstrate an ability to work positively in a team environment while understanding the context of working within a broader organisation. • Demonstrate a commitment to working with leadership with Aboriginal Sobriety Group to improve and maintain systems, innovation and service excellence. 	<ul style="list-style-type: none"> • Contribute to the overall functioning of the Riverland services through involvement with team meetings and activities. • Attendance at planning days and team building activities.
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SELECTION CRITERIA

	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none"> • Certificate III in a Health Related Field (or working towards) • Current Working with Children clearance • Current Vulnerable Person-Related clearance • Current First Aid Certificate • Current Child Safe Certificate • Participate in development or training as required by the organisation from time to time. • Participate in supervision and development 	
Skills / Abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Ability to multitask across programs and prioritise competing demands. • A strong and ethical client services approach. • Sound knowledge of the MS Office suite of applications. • Strong administrative and computer skills. 	
Licenses	<ul style="list-style-type: none"> • Maintenance of an unrestricted South Australian Driver's License. 	

APPOINTMENT CONDITIONS

- 0.8 position (4 days a week)
- 6 month contract
- Superannuation Employer contribution
- Tenure in this position is subject to funding.
- Appointment is subject to a satisfactory Working with Children Clearance
- Appointment is subject to a satisfactory Vulnerable Person-Related 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.

Employer Signature

Date

Print name:

Employee Signature

Date

Print name: