



JOB & PERSON DESCRIPTION

Job and Person Description form a part of an integrated planning process to ensure that individual performances align with the strategic and community directions of Aboriginal Sobriety Group Indigenous Corporation (ASG). The Job Description also provides the basis on which selection criteria for the position are determined.

Position:	Residential Care Worker
Program:	House of Hope
Reports To:	Centre Supervisor
Tenure:	Casual
Location:	Wattle Road, Monarto SA

1. PURPOSE STATEMENT

Brief statement of the key responsibilities/prime function of this job:

The Aboriginal Sobriety Group Indigenous Corporation (ASG) is a community-based organisation which provides care and support to Aboriginal people who wish to lead an alcohol and drug 'free' lifestyle. It is the aim of ASG to assist Aboriginal people affected by substance misuse, especially alcohol abuse, to improve their quality of life through providing programs and culturally appropriate supports designed to reduce the impact of substance abuse.

The primary role of the Residential Care Worker, House of Hope (HOH) is to:

- Work as a member of a small team providing rehabilitation services and support to drug and alcohol affected clients resident in ASG's accommodation at Monarto, approximately 50 kilometres east of Adelaide.
- Initiating and monitoring rehabilitation plans for clients and liaise with allied health services to deliver appropriate, culturally safe programs to clients.
- Promote substance free, independent living for clients of HOH by providing clients and their families with information, support and relevant services as appropriate, under the 'gateway' framework to accessing relevant services.
- Supervise programs and educational activities. This may include taking residential clients to appointments, keeping them motivated and providing support a range of practical daily living areas.
- 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.

- Contribute to drug and alcohol misuse and rehabilitation services through continued high level communication with the Case Manager or Centre Supervisor if or when issues arise. Support quality improvement by making recommendations to improve service delivery.
- Undertake routine administrative tasks associated with effective client case management.
- Oversee client consumption of medication in accordance with the medication plan
- Transport clients as and when required
- Promote a healthy environment
- Supervise client chores including cooking roster

2. KEY RESPONSIBILITIES/DUTIES AND MEASURES

2.1 Provide rehabilitation services and support to clients.

- Observe and support client needs including implementing appropriate client-focussed rehabilitation programs and plans.
- Encourage clients who want to change from a drug/alcohol dependant lifestyle to develop the skills for improving their social, emotional and physical well-being.
- Work with allied health services to deliver programs to clients.

2.2 Client access to appropriate services

- 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.
- Support clients to work with ASG health teams and associated health and wellbeing services provided by ASG, Nunkuwarrin Yunti of SA, or other appropriate services.
- Advocate and assist clients and their families to access other external services where appropriate, including government, community and specialised services.

2.3 Team and Organisational Activities

- Maintain positive working relationships with other team members and staff of other ASG programs
- Actively develop and maintain good working relationships with external individuals, organisations and networks in a professional manner.
- Contribute to the development and implementation of policies and procedures.
- Actively participate in workplace team meetings.
- Participate in training for self care and undertake regular performance development reviews.
- Promote and present a positive image of Aboriginal Sobriety Group to other staff, clients and the community in general.

2.4 Administrative Duties

- Ensure timely and accurate documentation of case notes, consistent with professional standards.
- Ensure secure management of client data and client files and compliance with privacy policies and legislation.
- Provide work reports as required in a timely manner.

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Completion of or undertaking a Health related Certificate IV.
- Current First Aid Certificate.
- Current Mental Health First Aid Certificate
- Current Child Safe Environment Certificate
- Current DCSI Child-Related Screening
- Well developed interpersonal and communication skills with the ability to work with people and organisations at a range of levels.
- Possess a client-centred approach, demonstrating understanding and empathy with client hardships and problems.
- Ability to work with other staff and a willingness and capacity to work as a member of a team.
- Competent computing skills, including ability to use Word, email, internet and basic databases.
- Competent numeracy and literacy appropriate to the role.
- Proven ability to mediate effectively and handle conflict and difficult situations in a professional manner.
- Ability to work under minimum supervision.
- An understanding of the principles of Equal Employment Opportunity and Work Health and Safety
- Experience working with Aboriginal people, organisations and communities.
- An understanding of the principles of Equal Employment Opportunity and Occupational Health and Safety.

DESIRABLE

- Experience in providing rehabilitation services/programs to Aboriginal people
- Understanding /ability to maintain and report on statistical data.
- Knowledge of South Australian urban, rural and remote Aboriginal cultures including community kinships.

4. APPOINTMENT CONDITIONS

Special Conditions and Status

- This position is located at Monarto, approximately 50 kilometres east of Adelaide, but may be required to work at other ASG locations.
- Casual basis (when required)
- Tenure in this position is subject to funding continuing.
- Some out of hours work, including weekends, and on call work, may be required.
- Travel within metropolitan Adelaide and intrastate will be required.
- Salary Sacrifice, Superannuation Employer contribution.
- Current SA Driver's Licence and willing to drive substantial distances in the course of work activities.
- Appointment is subject to a satisfactory Child-Related Employment Screening through Department of Communities and Social Inclusion

- Conditions of employment are in accordance with the Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation
- Willing to abide by the policies and procedures of the Aboriginal Sobriety Group Indigenous Corporation
- ASG is a non-smoking environment

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. 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 of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. 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.

8. 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.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Aboriginal Sobriety Group Indigenous Corporation.

Abide by the policies and procedures of Aboriginal Sobriety Group Indigenous Corporation.

9. 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.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

_____ (Name)

_____ (Signature) ____ / ____ / ____ (Date)

Job and Person Description Approval

CHIE EXECUTIVE OFFICER

_____ (Name)

_____ (Signature)

____ / ____ / ____ (Date of Approval)