



POSITION DESCRIPTION

Position Title	Therapeutic Community Support Worker
Directorate:	Residential Services
Program	Rehabilitation Services - Ballarat
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level 3
Reports to	Team Leader, Therapeutic Community
Employment Type	Full Time / Part Time
Date of Review	4/01/2021

The Organisation
<p>About Windana Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives. Windana provides holistic, evidence-based services tailored to each person's unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services. We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • We believe that people can rebuild their lives. • We reduce the harms associated with alcohol and drug use in our communities. • We value individuality, and help people use their strengths and aspirations to guide their journey with Windana. • We embrace diversity in all its forms. • We acknowledge that the land on which we live, and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present, and emerging. • Our relationships are authentic, honest, and respectful. <p>We are a learning and knowledge-sharing organization.</p>
Program Information
<p>The Therapeutic Community (TC) residents rehabilitate by exploring their own life experiences and learning from the experience and insights of others. In education, therapy, and work groups which form the basis of the daily routine everyone has an opportunity to explore new ways of experiencing life. The TC is all about change and growth in a supportive and non-judgmental environment. Located at Ballarat in a purpose built 20 bed facility.</p>

Position Objective	
<p>Directly accountable to the Team Leader, the Aboriginal Support Worker is a community member that ensures the TC is a safe and supportive environment for residents to participate in treatment. The Support Worker provides support and care, performs administration duties, medication administration and ensures 'community as method' is evident through role modelling and enacting a rational authority role.</p> <p>The position works across a 24-hour roster and can involve weekday, weekend, sleepover and overnight stand-up work.</p>	
Position Responsibilities	
<ul style="list-style-type: none"> • Ensure Community as Method is evident and promoted within the Therapeutic Community • Develop a working knowledge of the Australasian Therapeutic Community Essential Elements (ATCEE's) • Utilise brief intervention, de-escalation strategies and motivational interviewing to assist residents in treatment • Medication administration • Provide support to residents attending off-site appointments • Produce professional and comprehensive documentation including but not limited to handover notes, communication book entries, case notes and incident reporting • Effectively utilise escalation process and the on-call system • Develop a thorough working understanding of all emergency procedures and OHS requirements • Ensure administration tasks are completed within the prescribed timeframes • Competently communicate with the broader community, other Windana programs, allied health and community agencies • Other duties as directed by line manager 	
Key Working Relationships	
Internal:	External:
Windana residents	AOD agencies
Windana staff	Support agencies
	Workers and Allied Health Professionals

Selection Criteria
<p>Mandatory Skills & Competencies</p> <ul style="list-style-type: none"> • Experience working/volunteering within the AOD or mental health sector • Ability to work, participate and contribute within a multidisciplinary team • Understanding and implementation of Therapeutic Community model – ATCA Essential Elements • Participation in all of community activities i.e. food preparation, groups • Ability to write case notes and other essential documentation • Driver’s license, Criminal history check complete and Working with Children card • The ability to abide by the Agency’s undertaking re: confidentiality <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum Certificate IV in AOD or other relevant health qualification. Must be willing to complete the AOD core competencies or additional studies in addictive behaviours. <p>Desirable Skills & Competencies</p> <ul style="list-style-type: none"> • Experience in a Therapeutic Community • Experience working in a residential program • Qualification and/or training in mental health
Additional Requirements
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates • Register Windana as an employer with the Department of Justice for the Working with Children check before commencement • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Windana clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation • Be aware of and comply with the Windana Code of Ethics and Practice • A current Victorian Driver’s license is essential • Have valid working rights to work in Australia
General Information
<ul style="list-style-type: none"> • Employment terms and conditions are provided in accordance with the Choose an item. • All positions at Windana are subject to on-going government funding. • Remuneration Packaging is available in accordance with current legislation.

- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____ Date: _____