

Position Description



The Salvation Army Vision

Wherever there is hardship or injustice, Salvos will live, love and fight alongside others to transform Australia one life at a time with the love of Jesus.

Position Title	AOD Support Worker	Date Approved	
Reports To	Program Coordinator (Senior Support Worker)	Department & Location	AOD & MH Services Barwon
Classification	Social, Community, Home Care and Disability Services Award 2010 – Social Stream Level 4	Employment Term	Part time - ongoing

Position Purpose
To support clients of the Geelong Withdrawal Unit through the process of alcohol and other drug withdrawal. To support and work in partnership with nursing staff and management to deliver the withdrawal unit programme

Scope	No. Direct Reports: NIL	No. Indirect Reports: NIL	Revenue: N/A	Budget: N/A	Other: -Morning Shift -Evening Shift with sleep over component
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Key Accountability Areas	Key Responsibilities	Success Criteria
1 Service Delivery	<ul style="list-style-type: none"> Welcome service participants into GWU through the admission, orientation and induction process, explaining the guidelines and client agreement as per GWU procedures Observe, monitor and support service participants through the GWU program Report any concerns regarding service participants promptly to supervisor and document in a timely manner Encourage service participants to participate in the GWU program including individual treatment planning, attending 	<ul style="list-style-type: none"> Service participants feel welcome, understand the rules and expectations at the GWU and sign the client agreement Service participants feel supported and safe during their stay at GWU All concerns regarding service participants are reported to Supervisor in a timely manner Service participants participate in all aspects of the

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	<p>groups and outings and discharge planning</p> <ul style="list-style-type: none"> • Facilitate groups, outings and phone calls as per GWU program timetable and procedures • Encourage client participation in all aspects of the program and encourage their voice • Update handover documentation and participate in handover with staff in a professional manner • Maintain a respectful, professional and collaborative relationship with nurses and other staff • Sleep over at GWU as part of the evening shift role • Undertake house keeping duties including laundry, kitchen and cleaning duties • Monitor and report any client risks as per TSA policy and procedures. 	<p>GWU program</p> <ul style="list-style-type: none"> ▪ GWU program operates to the timetable and participants achieve treatment goals ▪ That clients feel listened to and actively involved in their recovery ▪ That client's psychosocial needs are monitored and clearly communicated at handover meetings ▪ That a professional, respectful and collaborative relationship is maintained with all staff ▪ Sleepover shifts are covered ▪ GWU housekeeping duties are up to date ▪ Client risks are identified and appropriate mitigation strategies put in place and documented.
2	<p>Administration</p> <ul style="list-style-type: none"> • Maintain confidentiality of all service users with appropriate consent obtained and documented • Maintain accurate client data collection as per procedural guidelines and as directed by the AOD & MH Manager and Non Residential Services Team Leader • Compile client case files in a confidential and orderly manner, including client consent, assessments, medical information and other reports • Enter all relevant information and upload data on each client into SAMIS in a timely manner as per Organisational procedures. 	<ul style="list-style-type: none"> • Client confidentiality maintained through all stages of service delivery • Data collection accurate and up to date • All documentation is complete, maintained and updated in accordance with TSA Policy • Client SAMIS records are accurate and up to date
3	<ul style="list-style-type: none"> ▪ Participate in TSA Performance Appraisal process ▪ Develop Performance Plan for Professional Development in consultation with Supervisor ▪ Participate in professional development courses, workshops and forums ▪ Prepare for and participate in monthly supervision • Maintain knowledge and participate in relevant risk prevention 	<ul style="list-style-type: none"> ▪ Participated in Performance Plan & Appraisal and professional development plan in place ▪ Engaged in professional development in accordance with Performance Plan ▪ Attended and actively engaged in supervision • Knowledge of TSA WHS procedures • Manager or WH&S representative alerted to risks or
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	<ul style="list-style-type: none"> Report any identified risks to Program Coordinator or Manager & assist with the development of mitigation strategies in line with TSA procedures 	<p>hazards as they arise</p> <ul style="list-style-type: none"> Appropriate incident or complaint forms completed Identified risks reported and mitigated

SELECTION CRITERIA					
Values	<ul style="list-style-type: none"> Understanding of and commitment to the mission and values of The Salvation Army. 				
Required experience	<ul style="list-style-type: none"> Experience in the AOD and or MH Sectors Experience and resilience in working with complex clients presenting with challenging behaviours 				
Qualifications & Mandatory Requirements	<ul style="list-style-type: none"> Minimum Cert IV in AOD or the 4 core units A national police record check is required A current and valid Working with Children Check A current Victorian Drivers licence Availability to carry out sleep over role All staff are expected to participate in regular supervision, annual performance review and approved training 				
Capabilities	<table border="1"> <thead> <tr> <th data-bbox="1038 1559 1203 1783">Focus on the people we serve</th> <td data-bbox="1038 920 1203 1559"> <ul style="list-style-type: none"> Service users remain as key focus in all activities Development/changes implemented in response to clients needs/requirements in collaboration with management Advocates for those the TSA serves in the community Responds proactively to changing circumstances and adjusts plans and schedules when necessary </td> </tr> <tr> <th data-bbox="1203 1559 1396 1783">CQI</th> <td data-bbox="1203 920 1396 1559"> <ul style="list-style-type: none"> Understands the AOD Sector Extensive understanding of Addictive behaviours and AOD, both illicit and licit Knowledge and experience in assisting clients to make informed decisions and engage appropriate supports to achieve their goals Knowledge and experience in working with clients on Pharmacotherapy Knowledge and experience in Harm Minimisation and Overdose Prevention, including Naloxone </td> </tr> </thead></table>	Focus on the people we serve	<ul style="list-style-type: none"> Service users remain as key focus in all activities Development/changes implemented in response to clients needs/requirements in collaboration with management Advocates for those the TSA serves in the community Responds proactively to changing circumstances and adjusts plans and schedules when necessary 	CQI	<ul style="list-style-type: none"> Understands the AOD Sector Extensive understanding of Addictive behaviours and AOD, both illicit and licit Knowledge and experience in assisting clients to make informed decisions and engage appropriate supports to achieve their goals Knowledge and experience in working with clients on Pharmacotherapy Knowledge and experience in Harm Minimisation and Overdose Prevention, including Naloxone
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SELECTION CRITERIA

	programs
Management of Relationships	<ul style="list-style-type: none"> • Develops networks and cooperates with colleagues and others within and external to TSA
Self Management	<ul style="list-style-type: none"> • Models a professional work ethic, reliability, punctuality, flexibility and accountability • Shows active commitment to achieving work goals • Motivated and receptive to change • Remains calm, focused and responds appropriately especially in stressful and challenging situations • Recognises limitations and seeks feedback from others to learn and grow
Collaborative Work	<ul style="list-style-type: none"> • Engages and contributes to team activities including discussions • Proactive in workplace issues and problem solving • Works with other staff and organisations to achieve client goals
Accountability	<ul style="list-style-type: none"> • Adheres to TSA Code of Conduct • Maintains privacy and confidentiality at all times. Obtains consent as per policy • Communication and documentation complies with TSA policies
Spiritually Respectful	<ul style="list-style-type: none"> • Alert to and respectful of spiritual beliefs and practices or others • Respects TSA's spiritual identity and activities

THE SALVATION ARMY MISSION & VALUES

The Salvation Army is a Christian movement dedicated to **sharing the love of Jesus**.

We share the love of Jesus by:

- Caring for people
- Creating faith pathways
- Building healthy communities
- Working for justice

Recognising that God is already at work in the world, we value:

- Integrity
- Compassion
- Respect
- Diversity
- Collaboration

We commit ourselves in prayer and practice to this land of Australia and its people, seeking reconciliation, unity and equity.

Signatures:			
	Employee Name	Signature	Date
	Manager Name	Signature	Date