



POSITION DESCRIPTION

Position Title	Wellbeing Caseworker - Substance Use
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PURPOSE OF THE POSITION

This is an entry level position. You do not need certificate IV in Community Services (Alcohol & Other Drugs) or related field but must be willing to obtain.

The Wellbeing Caseworker- Substance Use will be required to work as part of a responsive and dedicated multi-disciplinary team to provide Substance Use programs and services to Aboriginal people residing in the Shoalhaven region.

The Wellbeing Caseworker will promote individual and community wellbeing through case management to reduce harmful substance use and improve the wellbeing of Aboriginal people. This will require working collaboratively and in partnership with local health and support organisations to provide culturally sensitive alcohol and other drug prevention, education, referral, support, advocacy and access to treatment, rehabilitation and aftercare services.

KEY RESPONSIBILITIES & DUTIES

- Assist with providing casework, advocacy and referral support to assist in the treatment support of Aboriginal people with addiction to alcohol and other drugs
- Assist with assessments to develop a shared understanding of their situation and related problems and strengths
- Work collaboratively with individuals, including their families and carers to assist in goal setting by developing strategies to achieve desired goals and empowering people to develop the skills towards recovery and independence
- Assist with developing and implementing case plans and intervention strategies for clients and their families including coordinating care, making referrals and conducting case reviews
- Develop successful working relationships with service users and their families in the Shoalhaven region to improve access to programs and services
- Establish and maintain strong links and referral pathways with public, private, non-government and volunteer services in the local area
- Assist in the planning and facilitation of health related programs to improve community safety and wellbeing
- Attend and participate professionally in team, section, SCMSAC staff meetings and other meeting and provide reports s and when required
- Ensure the quality of client service through participating in accreditation and quality improvement processes
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Undertake any other duties, consistent with skills and experience as directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Case Management
- Service Delivery
- Client Patient Care
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Management and WHS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven and have demonstrated understanding of mental health and social wellbeing issues affecting Aboriginal and Torres Strait Islander people
- Ability to develop, implement and evaluate health related programs and community development strategies
- Excellent interpersonal, written and oral communication skills including the ability to manage time effectively and efficiently using personal and technical skills, including establishing priorities and meeting deadlines
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace.
- Current NSW Driver's License and willingness to travel overnight in regional and interstate areas if required
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police History Check

PERSONAL QUALITIES AND ATTRIBUTES

- High level of Integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients
- Willingness to learn, undertake training and ongoing professional development

RELATIONSHIPS

With	Purpose
CEO	The CEO may make day to day requests for support and information from the Wellbeing Caseworker.
Executive Officer - Wellbeing	The Wellbeing Caseworker may receive guidance and direction from the Executive Officer.
Team Leader – Case Coordination	The Team Leader - Case Coordination is the first point of contact for the overall direction of work and will provide day to day support and supervision to the Wellbeing Caseworker.
Managers, Supervisors and Employees	The Wellbeing Caseworker will interact closely with Employees, Managers and Executive Officers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
Clients & External Stakeholders	The Wellbeing Caseworker will provide a relevant contacts for clients and external stakeholders of the service.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*