

## Greater Western Area Health Service

### Position Description

#### Position Identification

<b>Recruitment No.</b>	GW58168		
<b>Position Title:</b>	Case Worker - Magistrates Early Referral Into Treatment (MERIT)		
<b>Facility Code:</b>	4001	<b>Facility Name:</b>	Entity 4001
<b>Department Code:</b>	832337	<b>Department Name:</b>	MERIT Program - Dubbo
<b>Classification:</b>	as per relevant qualifications & experience		
<b>Award:</b>	DEP - Dependent On Qualifications and Skills		
<b>Employment Status:</b>	Temporary Full Time		
<b>Date of Review:</b>	June 2009		

#### Organisational Environment

The Drug & Alcohol Services within the Central & Castlereagh Clusters of the Greater Western Area Health Service (GWAHS) provides drug & alcohol services to an area covering 116,400 square kilometres; 14.6% of New South Wales and has a population of around 103,000.

Drug & Alcohol services operate under GWAHS, and the Centre for Drug & Alcohol in the NSW Health Department. The Area Health Service operates under the Health Services Act (1997).

Key objectives and frameworks for D&A services are outlined in the Drug and Alcohol Plan 2006-2010 (NSW Health).

Drug & Alcohol Services in GWAHS provide a range of strategic development and clinical services across the lifespan based in towns across the Area. These services include assessment and early and brief intervention, case management, inpatient detoxification services, health improvement, staff development, quality initiatives, and information development.

#### Reporting Relationship

Deputy Manager Drug & Alcohol or delegate

#### Purpose Of Position

The key purpose of this position is to provide assessment, treatment and case management of court referred clients with drug problems. This may involve brief interventions, assessment, counselling, initiating and managing planned treatment options, consultation and referral to other agencies or crisis management. A stepped care approach is recommended when working with clients to achieve their treatment goals, that is, the treatment provided is based on ongoing assessment of the client's progress.

The MERIT program is a court diversion scheme that provides treatment as an option for defendants who have entered the Local Court criminal justice system and have a drug problem. The goal of the program is to reduce the drug use and related criminal activity of defendants. As well as addressing drug use treatment also aims to improve health and social functioning. The MERIT Caseworker will be involved with assessment, counselling, case management and treatment co-ordination of clients referred to the MERIT program. As clients remain under the supervision of the Court throughout the program, the Caseworker will also be responsible for providing written and oral reports to the Court.

The MERIT caseworker will be based at Dubbo Court House. Delegated duties may involve work in other areas of the D&A service as required by the MERIT Manager.

This position is funded to December 2008. There is a possibility that further funding will be received to permit the position to continue well beyond December 2008.

## SELECTION CRITERIA

### Essential Criteria:

1. Tertiary qualifications in a Health related discipline
2. Eligibility for registration with professional body in Psychology, Social Work, Nursing
3. Demonstrated experience in the assessment and treatment of people with drug problems
4. Demonstrated ability to communicate effectively and the capacity to provide quality written reports for the Local Court
5. Demonstrated understanding of contemporary methods of drug and alcohol client service delivery and knowledge and application of case management principles
6. Demonstrated ability to work independently as well as within a multidisciplinary team
7. Commitment to a harm minimisation approach
8. Well developed computer skills and the ability to work within a computerized environment
9. Current Licence to drive in NSW

### Desirable Criteria:

1. Previous experience working within MERIT or similar diversion program
2. An understanding of the Criminal Justice System as it applies to the Local Court
3. Understanding of National and State drug strategies
5. Willingness to work across services within Area Drug and Alcohol Services

## Duties

### Delegations / Authority:

Budget: nil

Personnel Supervision: nil

Financial Delegation: nil

### Functional / Operational / Clinical:

1. Conduct comprehensive assessment of clients, which takes into consideration current criminal charges, criminal history, mental health status, history of drug use and psychosocial history
2. Provide advice to the Court in relation to the defendant's eligibility and suitability for admission to the MERIT program
3. Develop and implement detailed client case plans that address treatment needs including client risk evaluation to self and others. Continually evaluate individual treatment outcomes and conduct case reviews as needed
4. Provide case management across various domains including, financial, employment, housing, education, relationships and health
5. Provide counselling and support to clients and their families as identified in the clients' case plan and in accordance with best practice and evidence-based treatment approaches
6. Referral of clients to appropriate and relevant treatment, ie detoxification, pharmacotherapy, residential rehabilitation etc., in line with case plan objectives
7. Provide confidential reports to the Court including client assessment, progress reports and

details of breaches to Police and Courts

8. Participate in the development of MERIT-specific group programs
9. Participate in regular communication forums with Magistrates, Police and other stakeholders in relation to service coordination
10. Promote the MERIT program to key stakeholders (eg., solicitors, police, magistrates and other services/community centres)
11. Participation in Quality Activity projects, research & treatment evaluation
12. Maintain appropriate statistics, client file management and data entry
13. The appropriate use of computer databases such as eMR & Microsoft Access
14. Deliver outcomes in accordance with Government Policy (e.g., NSW Drug & Alcohol Treatment Services Plan)
15. Participate in regular Team Meetings, case discussion and clinical supervision
16. Advise the Merit Manager(or delegate) or Deputy manager D & A of any concerns or problems when they arise.
17. Attend training and professional development outside and within the Area Health Service
18. Work cooperatively and effectively as a member of the team ensuring highest standards of professional service delivery
19. Travel within the AHS and to other AHS as required
20. Undertake other appropriate duties as required by the MERIT Manager
21. Undertake other appropriate duties as required by the MERIT Manager (or delegate)

#### General Duties:

1. Participate in Quality improvement activities and provide a high level customer service to patients, staff and others.
2. Comply with the Code of Conduct, OHS, EEO, Smoke Free, Bullying and Harassment and other AHS policies and procedures.
3. Maintain strict confidentiality in relation to all patient, staff, workplace and AHS matters.
4. Use AHS resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with AHS waste management guidelines.
5. Report any risk identified (eg: OHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment. Participate in risk management activities.
6. Implement the principles of Multiculturalism in their work by ensuring services within their area of responsibility are accessible and culturally appropriate to consumers.
7. Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained.
8. Perform all other delegated tasks appropriately and in line with grading and capabilities.

#### Employees:

- Abide by the Occupational Health and Safety Act 2000 and Occupational Health and Safety Regulation 2001.
- Take reasonable care of the health and safety of others
- Cooperate with the health service management in the maintenance of a safe working environment by reporting all injuries, hazards and hazardous incidents to their immediate supervisor or to the Occupational Health and Safety Committee.
- Comply with any Safe Work Practice which has been established, including wearing any Personal Protective Equipment. Employees must not interfere with or misuse anything provided in the interests of health, safety and welfare.

#### Standard Requirements

(All employees;)

- are required to abide by the Code of Conduct, maintain confidentiality and act professionally and within ethical boundaries
- are required to participate in the Performance Management process. Evaluation of performance will be based on achievement of performance goals and/ or overall performance in relation to Business Plans
- adhere to all policies, procedures and legislative requirements in relation to Anti Discrimination and Equity in Employment Opportunity requirements
- adhere to all policies, procedures and legislative requirements in relation to Ethnic Affairs Priority Statement and Principals of Multiculturalism Act 2000

- are required to participate in continuous quality improvement activities and accreditation processes
- be aware of the Department of Health Environmental Policy and be committed to the Area Waste Management Policy for reduction and Minimisation of Waste
- must co-operate with the requirements of the Occupational Screening and Vaccination Against Infectious Diseases policy or, where this is refused, must acknowledge in writing their non-participation and understanding of the risks consequent upon non-participation
- abide by the GWAHS non-smoking policy at all facilities
- to attend mandatory training that is appropriate to their position.

**Criminal Record Check:**

Criminal Record Checks are conducted on all potential and current employees of the GWAHS

**Working with children check:**

Positions where the duties are primarily in direct contact with children and where that contact is unsupervised require a "working with children check"

**Immunisation Status Of Position:**

***Category A - Contact with clients or contact with blood, body substances or infectious material.***

Staff Who have contact with clients and those working in laboratories and departments of forensic medicine/morgues.

**Employee Declaration**

I have read and understood the information contained within this Position Description.

Print Name

Date

Signature of Employee