

## Greater Western Area Health Service

### Position Description

#### Position Identification

<b>Recruitment No.</b>	GW58326		
<b>Position Title:</b>	Drug & Alcohol Case Worker (Regional)		
<b>Facility Code:</b>	4001	<b>Facility Name:</b>	Entity 4001
<b>Department Code:</b>	832346	<b>Department Name:</b>	C'bran Counselors
<b>Classification:</b>	as per relevant qualifications & experience		
<b>Award:</b>	DEP - Dependent On Qualifications and Skills		
<b>Employment Status:</b>	Permanent 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 Mental Health and Drug and Alcohol Office 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.

This position will be located within the Central or Castlereagh Clusters of Greater Western Area Health Service

#### Reporting Relationship

Deputy Manager Drug & Alcohol or delegate

#### Purpose Of Position

This position is responsible for providing assessment, case management, referral and follow-up for clients seeking assistance with substance use problems. This may involve brief interventions, counselling, initiating and managing planned treatment options, consultation and referral to other agencies or crisis management. The intervention provided is based current best practice models.

The Case Worker will maintain regular contact with general practitioners, other health and welfare professionals, and broader community groups to provide assistance in managing substance use problems.

The Case Worker is required to provide regular services to designated sites within the Central and Castlereagh Clusters of Greater Western Area Health Service. This may involve regular overnight stays. Travel for the purpose of staff development will also be required from time to

time.

## SELECTION CRITERIA

### Essential Criteria:

1. Eligible for registration in Social Work, Nursing, Occupational Therapy, Psychology with the appropriate professional body or a degree level tertiary qualification in a related field.
2. Demonstrated experience in case management in a mental health, drug and alcohol or generalist setting.
3. Understanding and commitment to a harm minimisation approach
4. Demonstrated ability to work effectively in a multidisciplinary team environment and the ability to work in a professional manner without direct daily supervision.
5. High level verbal and written communication skills.
6. Experience liaising and networking with a range of services in particular Court, Police, Legal and Health agencies.
7. Well developed computer skills and the ability to work within a computerized environment
8. Current Licence to drive in NSW

### Desirable Criteria:

1. Prior employment in the Drug and Alcohol field
2. Understanding of National and State drug strategies

## Duties

- Provide a comprehensive assessment, treatment, referral and follow up service for individuals with substance use problems.
- Provide assistance to families and friends of individuals with substance use problem.
- Provide a regular visiting service to selected towns and facilities (including hospitals) in the Central and Castlereagh Clusters of Greater Western Area Health Service.
- Implement and participate in group work.
- Participate in the development and delivery of training and related activities to increase the knowledge and skills of general practitioners and other health and welfare professionals in the treatment of substance use problems.
- Liaise with general practitioners and other health and welfare professionals in the treatment of substance use problems to enhance the ongoing care and treatment of clients with substance use problems.
- Assist in the planning and delivery of area drug and alcohol services
- Provide representation on relevant committees, working parties and groups within the broader community as agreed
- Assist with activities in local communities to raise awareness and encourage a reduction of problems associated with substance use
- Maintain client records in line with professional and Area standards of practice and Guidelines
- Provide written and verbal reports to the manager /deputy Manager Drug and Alcohol Service when required
- Undertake data collection, evaluation and other quality assurance activities in accordance with Department, Area, facility and Service protocols
- Advise Deputy Area Manager and/or delegate of any concerns or problems when they arise
- Travel within the Area and to other Areas as required
- Update and maintain knowledge and skills relevant to the position through appropriate staff development activities
- Assist with the orientation and upskilling of new drug and alcohol staff as required and able
- Carry out other duties as directed

**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

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