

POSITION DESCRIPTION:

Cambodian Laotian Vietnamese (CLV) Program Worker

AWARD & GRADE	Social And Community Services (SACS) Victoria Award 2000 Community Development Worker CL2 range
SALARY RANGE	\$38,755 to \$52,072 per annum pro rata (depending on level of experience)
EFT	0.6 EFT (3 days p/week)
REPORTING TO	Manager Drug Safety Program
ACCOUNTABLE TO	Executive Manager Primary Health & Chief Executive Officer
TENURE	Ongoing depending on receipt of funding
LOCATION	23 Lennox Street Richmond Victoria

Organisational Environment:

NRCH Limited offers a range of services to the diverse communities who live in and visit the City of Yarra. We also offer a number of targeted Statewide Programs. The organisation mandates a philosophy of providing culturally appropriate primary and social services to disadvantaged individuals and groups, especially refugees and newly arrived communities. Through extensive planning and consultation processes, we are responsive to the changing needs of the community, providing programs that capture both marginalised and well-connected clients.

Departmental Environment:

The Drug Safety Program (DSP) provides a range of services to people who use Alcohol and other Drugs. Services include Mobile Drug Safety and Overdose Response Service, Needle / Syringe Program, Drug and Alcohol Counselling, Community Offenders Advice & Treatment Service (COATS), Cambodian Laotian & Vietnamese (CLV) Program and Outreach.

Position Objective:

To improve the health and well being of people from CLV backgrounds, particularly those from Vietnamese speaking community, who have a problem with drugs and/or alcohol use in line with harm minimisation strategies and DSP practices and, overall, contribute to the achievements of the organisation's aims and objectives.

Meet client and other targets as identified in DHS Service Plans, Individual Work Plans and as negotiated with DSP manager.

Key Duties, Responsibilities and deliverables:

- Provide counselling services (4Cs model) to people from CLV backgrounds, this may include Corrections clients, who experience problems with alcohol and/or other drugs and limited casework as required.
- Provide assessments, support and/or referral as requested/necessary to a range of drug, health and welfare, legal and accommodation services.

- Provide *supported* referral for members of the target group, as requested or as necessary, to a range of services. Ensure regular follow-up for clients.
- Implement a range of appropriate outreach activities to facilitate client contact and service delivery.
- Implement health promotion activities including the provision of a range of culturally appropriate resources.
- Provide secondary consultations with NRCHC staff and external organisations in accordance with relevant privacy laws.
- Participate in supervision, performance appraisals, professional development and training as negotiated with DSP manager.
- Support and participate in Needle/Syringe Program delivery and retrievals.
- Collect data and maintain clinical files and other statistics as required.
- Provide regular written and other reports to DHS and DSP manager as required.
- Actively participate in relevant networks, working groups and other forums.
- Operate in accordance with relevant legislation; NRCH and other relevant policies and procedures.
- Fully participate in DSP team activities and contribute to Centre wide activities.

Key Selection Criteria:

Essential

- A recognised qualification in Community Development, Social Work or other relevant tertiary qualification.
- Demonstrated ability to communicate effectively with people from CLV backgrounds, particularly Vietnamese.
- An understanding of Harm Minimisation policy and practices.
- Previous experience or demonstrated ability to provide counselling and casework for individuals and groups from CLV backgrounds, particularly Vietnamese, on issues relating to drug and alcohol use.
- The ability to operate as part of a team and commit to quality services.
- The ability to plan, develop and evaluate programs and services.
- Ability to prioritise and manage time in a busy environment with competing demands.
- Computer literacy, including MS office, internet and email
- A current Victorian drivers licence

Desirable

- Knowledge of Health Promotion principals and practices
- Experience in working in the community health sector
- Working knowledge of agencies and other health providers in the City of Yarra

Internal training requirements for position:

To be negotiated with DSP manager.

Organisation wide responsibilities and conditions:

There are specific common conditions of employment covering all employees of the organisation that are outlined in the NRCH Policy and Procedures Manual. A summary of these is listed below:

- Contribute to OHS objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager, and behaving in a manner that fosters safe working practices.
- Conduct must be in accordance with the Code of Conduct, Employment Contract, Confidentiality agreement and other policies and procedures.
- Regular working hours will be negotiated, but must be within DSP operational hours (9am – 7pm Mon-Thurs, 9am – 5pm Fri). From time to time, some out of hours work may be required.
- Salary is set in accordance with relevant Award and classification.
- Appointment is subject to a three month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and ongoing employment decision communicated.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by Management in consultation with staff.
- All staff are required to have a Police Check and some positions may require a Working with Children check.
- North Richmond Community Health Limited provides a smoke free environment, including within Centre cars and buses.
- The applicant may be required to perform other duties as directed, in accordance with training, skills and experience.