

POSITION DESCRIPTION: CDW : NSP primary

AWARD & GRADE	Social and Community Services (SACS), Victoria, Award 2000 CDW CL2A Y1 to CL2A Y7 (depending on experience)
SALARY RANGE	\$41,917 – \$50,762 per annum
EFT	Full time
REPORTING TO	Manager Drug Safety Program
ACCOUNTABLE TO	Executive Manager Primary Health & Chief Executive Officer
TENURE	12 months dependent on ongoing funding
LOCATION	23 Lennox Street, Richmond, 3121

Organisational Environment:

NRCH offers a range of services to the diverse communities who live and visit the City of Yarra. We also offer a number of targeted State-wide 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. In addition to Overdose Response and Drug Safety Education, these include Needle / Syringe Program, Drug and Alcohol Counselling, Community Offenders Advice & Treatment Service (COATS), Cambodian Lao & Vietnamese (CLV) and Outreach workers.

Harm Minimisation and Community Development are the key principles that underpin the operations of the DSP. The primary target group is people who use illicit drugs, their partners and families.

Regular working hours will be negotiated, but must be within NSP/DSP operational hours. From time to time some out of hours work may be required.

Position Objective:

To improve the health and well being of people who use illicit drugs and those at risk from alcohol use, employing harm minimisation strategies and operating in accordance with DSP policy and practice; and, overall, contribute to the achievements of the organisation's strategic directions.

Key Duties, Responsibilities and deliverables:

NSP

Implement an effective NSP to reduce / prevent the spread of blood borne viruses (BBV) such as HIV, hepatitis B & C and sexually transmissible infections (STIs).

- Provide NSP equipment, on request, in conjunction with resources on HIV and Hepatitis B & C prevention and hepatitis C treatment options; information and materials on safer sex and on safe disposal.
- Ensure / maintain NSP stock levels; order stock and other resources and coordinate storage of NSP supplies and educational resources.
- Coordinate/participate in needle/syringe (n/s) retrievals and monitor the area around the NSP for inappropriate drug use and discarded equipment.
- Assess and monitor clients who may be at risk of overdose and/or who manifest other signs of risky substance use.
- Develop information campaigns on drug safety, for example; vein care, drugs and their effects, mixing drugs, overdose, safe disposal and implement other harm reduction strategies that address the health risks associated with injecting drug use.
- Provide, on request, referral information and supported referral to a range of other health, welfare, legal, housing and drug treatment services.
- Routinely collect data and provide reports to DHS, DSP manager and others on request.
- Participate in outreach activities that target NSP clients and the wider local community.

Team and other responsibilities

- Participate in
 - DSP team activities, NRCH meetings and relevant external forums.
 - program development and evaluation.
 - professional and personal development in discussion with DSP manager.
- Operate in accordance with relevant policies and procedures and comply with all statutory obligations.
- Fulfil relevant administrative responsibilities ie. complete Leave application forms, timesheets, professional development applications and other forms.
- Carry out other duties from time to time as requested by management.

Key Selection Criteria:

Essential

- Recognised qualifications in the Human Services area or demonstrated relevant experience.
- Demonstrated understanding of Harm Minimisation policy, in particular, Harm Reduction in relation to health and illicit drug use issues.
- Sound interpersonal skills, including conflict resolution and negotiation, and the ability to communicate effectively with people from diverse cultural and social backgrounds.
- Ability to multi task, prioritise effectively and achieve quality outcomes in a busy, client focused environment.
- Competency in providing written reports and other documented information.
- Demonstrated commitment to effective team work and self motivation.

Desirable

- Knowledge of co-occurring drug use and mental health issues
- Experience in planning, developing and evaluating programs and services
- Knowledge of local services relevant to the client group

Internal training requirements for position:

To be discussed with DSP manager

Topic	Time frame for completion

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:

- Regular working hours will be negotiated, but must be within NSP/DSP operational hours (currently Mon, Wed, Fri 9am – 5pm and Tue & Thur 9am – 6pm). From time to time out of hours work may be required.
- The applicant may be required to perform other duties as directed by manager, in accordance with training, skills and experience.
- 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.
- All position descriptions are open to periodic review by Management in consultation with staff.
- 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 NRCH policies and procedures as well as relevant external policies and statutory obligations.
- Salary is set in accordance with relevant Award and classification.
- Leave entitlements are as per Award and HR Policy guidelines.
- North Richmond Community Health Limited provides a smoke free environment, including within Centre cars and buses.