

# Position Description



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<b>Position Title:</b>	Alcohol and Other Drugs Clinician (AOD)
<b>Reports to:</b>	Social, Emotional and Well Being (SEWB) Coordinator
<b>Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Tenure/Hours of Work:</b>	35 Hours per Week FTE 1.0 (35 hrs plus 1 hour incentive payment per each day worked)

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## Background

Kirrae Health Service was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

## Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

## Mission Statement

Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

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## 1. Main Objectives of This Role

Aboriginal and Torres Strait Islander peoples have repeatedly identified the need for culturally specific services that take into account their holistic concepts of health, their spiritual and cultural beliefs and the contexts of their lives.

The main objective of the Alcohol and Other Drugs Clinician is to assist in reducing the risks and improving the health and wellbeing of Aboriginal people with alcohol and other drug associated issues through a range of education, health promotion, prevention and early intervention initiatives, and to increase awareness on the dangers of drugs and alcohol use in the community.

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## 2. Job functions and responsibilities

- Recognise and respond to the impact of past trauma, dispossession, separation of families, ongoing social disadvantage, racism and other historical, social and cultural issues that impact on the SEWB of Aboriginal and Torres Strait Islander individuals, families and communities
- Acknowledge the need for a holistic approach to health to improve the SEWB of Aboriginal and Torres Strait Islander peoples
- Support self-determination and, wherever possible, offer services within the local community.
- Ensure client privacy and confidentiality at all times
- Undertake detailed assessment of client needs
- Provide AOD counselling
- Develop client treatment plans
- Record case notes
- Facilitate community forums and information sessions on drug and alcohol issues
- Work in collaboration with both external and internal Health and Community Services to maximise health outcomes for individuals with drug and alcohol issues
- Facilitate support groups, where appropriate
- Support and advocate for clients at Koori court
- Provide appropriate referrals to other related or professional support services as required
- Provide regular service promotion and outreach services to ensure ease of access for clients
- Liaise with local, state and nation wide drug and alcohol departments and organisations
- Provide advocacy for all Kirrae Health Service clients to ensure best possible outcomes
- Enter data into Communicare as required
- Participate in team meetings
- Oversee Marr Weereeng Men's Group and assist with Koko Blokes youth group and participate in feedback and evaluation for these activities
- Other tasks as designated by the SEWB Lead Clinician

## 3. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

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## 4. Continuous Quality Improvement

- Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all Risk Assessment and QIC Accreditation criteria
- Play an active role in the KHS Risk Management Framework
- Attend staff and team meetings
- Review relevant legislation requirements

## Key Performance Indicators

- Project Targets met
- Community engagement data
- Attendance at Koori Court
- New assessments completed
- Internal and external referrals made
- Participation in whole of Kirrae events and activities
- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity

## 5. Reporting Relationships

### Internal

- This position reports to the SEWB Coordinator
- This position is required to interact with all team members on a regular basis

### External

- Community members
- Other service providers (AOD)
- Koori Court - Elders and Officials
- Funding bodies

## 6. Professional Development

Participate in meetings, training and in-service education authorised by the SEWB Coordinator or Practice Manager. Including but not limited to SEWB Gatherings, AOD conferences.

- Participate in staff performance appraisals
- Participate in ongoing professional development
- Participate in regular supervision and debriefing as directed

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## Minimum Qualifications / Skills Required

At commencement of employment or within 12 months of commencing employment, the AOD Clinician must possess formal tertiary or vocational qualifications to a minimum of a Certificate IV qualification in Alcohol or Other Drugs. It is desirable that staff also hold a minimum of Cert IV in one of the following fields:

- counselling
- psychology
- social work
- mental health

## Other Skills

- Good numeracy skills
- Good verbal and written communication skills
- Confidence and ability to interact with a wide range of people
- Able to work neatly and accurately
- Able to complete all tasks in a timely manner
- Good time management skills
- Able to work without supervision
- Attention to detail
- Good presentation and a pleasant manner
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies
- Skills in advocacy, negotiation and the ability to deal with conflict constructively.
- Sound planning and organisational skills.
- Ability to analyse issues/problems and propose solutions.
- Ability to competently use computing software including knowledge of Microsoft Office.

## EXPERIENCE:

- Working with Aboriginal people and Aboriginal communities desirable but not mandatory.

## KNOWLEDGE:

- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety.
- Alcohol and other drugs dependence issues

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## ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff and the Kirrae Health Service as a Culturally Diverse and Equal Opportunity Employer
- Contribute to and support positive staff morale.
- Promote and present a positive image of the Kirrae Health Service to other staff, clients and the community in general
- Acknowledge and respect the traditional owners of the land

## Other

Employment is subject to a satisfactory Police Check and Working With Children Check

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, child safety and working with vulnerable people, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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