

Position Description



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

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.

1. Main Objectives of This Role

The Trainee Alcohol and Other Drugs Worker role is designed to support Aboriginal and Torres Strait Islander people experiencing alcohol and other drug related concerns through culturally appropriate, holistic, and strengths-based approaches.

Under supervision, the trainee will develop foundational skills, knowledge and experience in alcohol and other drugs work while completing a relevant qualification. The role focuses on early intervention, education, health promotion, prevention, and community engagement.

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2. Job functions and responsibilities

Under the guidance and supervision of the SEWB Manager and/or AOD Clinician, the Trainee AOD Worker will:

- Learn to recognise and respond to the impacts of trauma, dispossession, family separation, racism, and ongoing social disadvantage on social and emotional wellbeing
- Develop an understanding of holistic approaches to health and wellbeing for Aboriginal and Torres Strait Islander peoples
- Support self-determination and culturally safe service delivery
- Always maintain client privacy and confidentiality
- Assist with client intake, assessments, and engagement activities
- Support delivery of AOD education, prevention, and early intervention activities
- Observe and progressively assist with AOD counselling sessions (within scope and training level)
- Assist in the development and review of client support plans
- Complete accurate and timely case notes under supervision
- Support facilitation of community information sessions and group activities
- Assist with referrals to internal and external support services
- Support clients with advocacy and attendance at appointments where appropriate
- Assist with outreach and service promotion activities
- Enter data into Communicare and SRS as required
- Participate in team meetings, supervision and reflective practice
- Support SEWB groups
- Undertake other duties appropriate to the trainee role as directed by the SEWB manager and senior staff
- Other tasks as designated by the SEWB Manager

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

4. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities including those to meet all Accreditation Standards
- Play an active role in the KHS Risk Management Framework and meet all risk requirements
- Play an active role in the Kirrae Clinical Governance Framework and meet all clinical governance requirements

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Key Performance Indicators

- Complete all required AOD training modules on time
- Attend scheduled clinical and cultural supervision
- Assist with AOD intake assessments under supervision
- Complete follow-ups and client check-ins within required timeframes
- Provide basic harm-reduction information to clients
- Support clients with transport, referrals or appointment bookings
- Enter case notes accurately and within 24 hours
- Complete consent forms and required client information correctly
- Follow privacy and confidentiality requirements
- Report incidents or risks promptly
- Engage respectfully with clients, families, and community
- Uphold cultural protocols and contribute to culturally safe practice
- Participates in community events, yarning circles, or cultural activities
- Works well with the multidisciplinary team
- Communicate clearly with supervisor and colleagues
- Participates positively in team meetings and case discussions
- Maintains a self-care plan and uses supports when needed

5. Reporting Relationships

Internal

- This position reports to the SEWB Manager and will have an assigned mentor/s
- 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 Manager or Practice Manager. Including but not limited to SEWB Gatherings and 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

Essential:

- Willingness to undertake and complete a Certificate IV in Alcohol and Other Drugs
- Commitment to learning and professional development
- Strong interest in working in AOD and SEWB spaces

Desirable:

- Certificate III or IV in Community Services, Mental Health or related field

Other Skills

- Genuine passion for supporting people impacted by AOD through trauma informed, culturally safe practice.
- Willingness to learn, reflect and grow professionally including openness to feedback, supervision and new ways of working.
- Apply lived or professional experience in a way that enhances engagement.
- Contribute to a learning culture within the team through reflective practice and shared knowledge.
- Good numeracy skills
- Excellent 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
- 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

EXPERIENCE:

Desirable:

- Experience working with Aboriginal people and Aboriginal communities
- Lived experience or community connection

KNOWLEDGE:

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

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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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