

# DIRECTIONS ACT

## Alcohol and Other Drugs (AOD) Support Worker – Casual Positions

### POSITION DESCRIPTION

#### Position Purpose:

To provide casual AOD worker support in programs and services within DIRECTIONS ACT which include Needle and Syringe Program, Community Health Promotion Program, Arcadia House and Administration and Reception.

A training program (paid) will be provided to successful applicants and attendance to the training, both theoretical and practical elements, is a requirement of accepting the position. A six month tenure is required for all casual positions at DIRECTIONS ACT, with an extension available which is negotiated with the Manager or Executive Director.

All **DIRECTIONS ACT** services operate within a framework of harm minimisation and aim to minimise drug related harm and to promote self respect and dignity to all.

**Position Accountability:** Diedre Hobson, Human Resources Manager

**Salary Range:** \$23.31 per hour (plus 25% casual loading = \$29.14)  
(Up to 2 weeks paid training will be at the rate of \$20.00 per hour)

**Applications Due:** **Friday 18 April 2012**  
Email: [hr@directionsact.com](mailto:hr@directionsact.com)  
Delivery: 1 Bradley Street  
WODEN ACT 2606

**Further Information:** Diedre Hobson (Tues- Friday)  
[hr@directionsact.com](mailto:hr@directionsact.com) 61228000

#### **Position Description:**

Provide casual AOD worker support at programs and services throughout DIRECTIONS ACT in a range of programs and services across the organisation.

1. Provide AOD Worker support to Arcadia House residential service, including assisting with the Arcadia House program and undertaking duties such as client liaison, administration duties and housekeeping duties commensurate with the position. Actively engage with clients to provide information and referrals.
2. Provide reception/admin duties within DIRECTIONS ACT including: answering phones, filing, photocopying and faxing, booking appointments, providing referrals and information.
3. Provide support and assistance to the Community Health Promotion Team including participation at events. Actively engage with clients to provide information and referrals.
4. Provide support and assistance to the Needle and Syringe Program (NSP) in both locations, including dissemination of free injecting equipment, resources and information. Actively engage with clients to provide information and referrals.
5. Attend to any reporting requirements including statistical entry.

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6. Undertake training as required by the organisation.
7. Attend staff meetings held monthly.
8. Undertake other duties as requested by the Casual Staff Team Manager or Executive Director.

### **Selection Criteria**

***All applications must address the selection criteria. Please note that we will not consider your application if this criteria does not accompany your resume.***

1. Qualifications &/or experience in Alcohol and Other Drugs, Nursing, Welfare, Mental Health or Youth Work or working towards completing these qualifications.
2. Effectively engage with people from marginalised backgrounds, demonstrating a commitment to work with substance affected people in a non-judgmental manner with courtesy and respect.
3. Excellent communication and interpersonal skills. Demonstrates a proactive and hands-on attitude.
4. Able to work effectively with minimum supervision in a small flexible team environment, and a willingness to work shift work as required at Arcadia House.
5. Reliable, punctual and mature attitude to work.
6. Demonstrates an understanding of the issues around alcohol and drug use.
7. Understands the principles of harm minimisation.
8. Current First Aid Certificate, which must be sighted prior to commencement of employment.
9. Willingness to undertake further training as a requirement of the position and especially in competencies required by ACT Health within the funding agreement
10. Current drivers license
11. Minimum 5 years after recovery (if applicable)

***DIRECTIONS ACT is a Non-Government Organisation Funded by the Commonwealth and ACT Government, all positions and employment agreements are subject to the availability of funding.***

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## APPLICATION COVERSHEET

**PLEASE COMPLETE AND ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION**

### 1. Position Details

Position reference no:	Position Title:
Where & when did you see this vacancy advertised?	

### 2. Personal & Contact Details

Surname:	Given names:
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth:
Postal address:	
Email address:	
Daytime contact numbers (include mobile if appropriate):	

### 3. Current Employment Details

Your current position:
Place of work & location:

### 4. Referees

Name of Referee 1:	Name of Referee 2:
Contact Details:	Contact Details:
Relationship to applicant:	Relationship to applicant:

Please note: In some instances referees may be contacted as part of the shortlisting process.

Please indicate here if you are happy for your referees to be contacted prior to interview  Yes, I agree

### 5. Attachments

**Please check that you have attached (please tick)**

- Statement addressing each of the selection criteria for the position
- Your resume/cv

### 6. Declaration

I declare that the information provided in this application is true and correct.

Signed:	Date:
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## **Employment at DIRECTIONS ACT**

DIRECTIONS ACT is a large non-government organisation which values the contributions of employees and strives to support people to achieve their own and organisational goals. Applicants are encouraged to read this information below and research this website in preparation for applying for a position at DIRECTIONS ACT.

### **Applying for a Position**

When applying for a position it is important to note the following:

- The Application Cover Sheet must be completed.
- We require all applicants to provide a clear and concise resume, 2 phone referees and to address the selection criteria for the position
- We do not accept unsolicited resumes or those without addressing the selection criteria for any position
- Your application must be received prior to COB on the closing date which is advertised in the advertisement, include a daytime contact number
- We are not a 'peer based' organisation. People who have past alcohol and drug issues are welcome to apply, however our policy is to employ people who have 3 years or more after recovery. In some teams where there is a perceived risk, this is extended to 5 years after recovery
- Every employee must complete a police check

### **Training**

Under our contract with ACT Health all frontline workers are to have training and certification in Alcohol and Other Drugs, and that being the case, preference will be given to people with Alcohol and Other Drug Training

It is important to also note the following:

- If the successful applicant does not have Alcohol and Other Drug training, DIRECTIONS ACT will facilitate this training.
- Some training may be out of hours, including study time, and time in lieu, pay or overtime will not be paid for this time
- Employees are trained within the team environment in addition to other opportunities
- All new employees will complete a induction day, and be paid for that day
- Every employee is required to hold a current first aid certificate

### **Interview**

- When arriving for interview, please ensure that you are 10 minutes early, to assist you if you need to complete work prior to interview, such as scenarios.
- The interview panel will expect that you are well prepared, have looked at the website and understand the principles of harm minimisation
- Also ensure that you bring copies of your qualifications
- Parking is available in the high rise parking adjacent to the building and is free under 2 hours
- Our address is: 1 Bradley Street (old Woden Police Station) WODEN ACT 2606
- Usually you will be informed within a week of interview whether or not you have been successful in your application

For further information phone Diedre Hobson, HR Manager, DIRECTIONS ACT on 6122 8000 or email [hr@directionsact.com](mailto:hr@directionsact.com)