



## *Goolum Goolum Aboriginal Co-operative*

### **Job Description & Selection Criteria**

<b>Position Description:</b>	Trainee Koori Substance Misuse Officer
<b>Location:</b>	43 Hamilton Street, Horsham
<b>Last Reviewed:</b>	14 <sup>th</sup> May 2010

### **About Goolum Goolum Aboriginal Co-operative**

Goolum Goolum Aboriginal Co-operative is a Community Controlled Aboriginal Organisation delivering Health and Community Services to the Local Koori Community in the Wimmera and Western Grampians Regions of Victoria.

The organisation was incorporated in 1982, and has continued to grow and adapt to meet the needs of the Local Koori Community. Goolum Goolum relocated to it's current location, a purpose built Health Facility, in 2006.

Over the years Goolum Goolum Aboriginal Cooperative has developed a range of community services which assist the local Aboriginal community. These services include Home and Community Care, Youth and Community Justice, Allied Health Services and Aboriginal Family Decision Maker.

### **Philosophy of Goolum Goolum Aboriginal Cooperative**

Goolum Goolum Aboriginal Cooperative believes that drug and alcohol misuse is a result of intergenerational trauma, cultural breakdown, social and psychological. Therefore the Koori Substance Misuse Officers role has been designed to incorporate flexibility so that we the problems and progress of the individual client.



The Koori Substance Misuse Trainee can assist clients to strengthen their decision to cease or reduce their drug of dependence and to deal with the underlying causation. They also offer client's practical skills that can help their behaviour to become more self-regulatory, and enhance their choices in make major life style changes in order to maintain their elected change.

Goolum Goolum strongly believe in early intervention and providing local Aboriginal youth alternative options and strengthen their individual will to reach their fullest potential without the aide of drugs and/ or alcohol.

### **Working relationship**

This position reports to Goolum Goolum Aboriginal Cooperatives Health Manager and Chief Executive Officer direct.

### **Key Responsibilities and Tasks**

#### **Service delivery:**

- Deliver ongoing drug and alcohol awareness programs to community and youth.
- Actively and constructively participate in discussion and problem solving activities aimed at resolving issues impacting on clients i.e. referrals, intake, response etc.
- Refer GGAC clients as required to other services, and/ or ensure availability of treatment services for those requiring further treatment (withdrawal programs and/ or therapeutic residential programs).
- Where client maintain connection to GGAC for counselling or support, treatment and counselling plans should be developed, monitored and reviewed as appropriate.
- Ensure appropriate case management and reviews are conducted.
- Participate in didactic and therapeutic groups as required.
- Ensuring effective cross referral processes are maintained in line with agreed protocols.
- Maintain positive, consistent, caring and culturally responsive approach when working with at risk individuals and their issues maintaining their integrity, stability and safety.
- Participate in forums related to substance misuse with the aims and objective of expressing GGAC philosophy on drug and alcohol treatment.

#### **Service Performance**

- Ensure that contract performance indicators (activity and quality indicators) relating to the Koori Substance Misuse Trainee role are met.
- Ensure the capture of qualitative and quantitative information relating to clients.
- Facilitate the delivery of qualitative and quantitative information/ reports for funding bodies.



## **Quality**

- Participate in program evaluation and quality assurance activities including data collection, monitoring of outcomes, meeting of performance indicators, quality accreditation activities and other quality accreditation activities and other quality related initiatives.
- Maintain personal and professional development, by actively and constructively participating in both individual and team training and development activities, and regular personal supervision.
- Participate in personal evaluation initiatives including performance appraisals.
- Ensure the involvement of staff, clients, their families and friends in the evaluation and development of services where appropriate.
- Promote best practice and evidence based interventions.

## **Health and Safety**

As an employee to:

- Work in a healthy and safe manner and encourage others to do the same.
- Be aware of and adhere to GGAC policies and procedures.
- Participate in any required training.
- Comply with all warning and safety signage.
- Report or rectify any unsafe conditions which come to their attention.
- Report all incidents or injuries to either the Health Manger or CEO.



## Mandatory Selection Criteria

1. Willingness to undertake diploma or certificate in the behavioral sciences related to Substance Misuse and/ or Youth Work.
2. Demonstrated competence in working with Aboriginal people identifying with addictive behaviours or willingness to learn.
3. Demonstrated awareness of the contemporary impacts affecting Aboriginal peoples in the Grampians and Western-Wimmera.
4. Sound interpersonal communication skills.
5. The ability to undertake administrative tasks, including a moderate level of computer literacy.
6. Sound knowledge of risk management issues associated with client care.
7. Possession of (or can obtain) a "working with children check".
8. Possession of a full Victorian Drivers License.

### Other

9. Represent GGAC at events, conferences, seminars provide cross over for GGAC staff when required, and other staff on an adhoc basis as directed by the Health Manager or CEO.
10. Undertake other duties relevant to the grade of the position as required.

Submit Resume and completed selection criteria to:

**Private and confidential**

**CEO**

**Goolum Goolum Aboriginal Cooperative**

**43 Hamilton Street,**

**Horsham Vic 3400**

