

## Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

## Position Details:

Position Title:	Prevention and Diversion Worker, CSE Level 4
Division:	Service Delivery
Reports to:	Program Manager PCADS
Position Purpose:	The Prevention and Diversion Worker aims to provide a culturally secure, evidenced based, early intervention police and court diversion for Aboriginal and non-Aboriginal offenders. The Prevention and Diversion Worker will be responsible for the delivery of the Western Australian (Alcohol and other Drug) Diversion Program within the South Hedland Magistrate's Court Circuit. The position is also responsible for prevention/promotion activities.

## Position Requirements (What are the key activities for the role?)

Key Result Area 1	Program Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"><li>• Provision of the Western Australia Diversion Program (WADP) delivery to the Port Hedland magistrate's court circuits in a manner consistent with the Service Requirements for Non-Residential Alcohol and other Drug Diversion Treatment Providers.</li><li>• Provision of diversion treatment delivery which includes the provision of assessment, treatment and on referral in a manner consistent with the Service Requirements for Non-Residential Alcohol and other Drug</li></ul>	<ul style="list-style-type: none"><li>• Delivery of the Western Australia Diversion Program (WADP) delivery to the Port Hedland magistrate's court circuits is achieved in a manner consistent with the Service Requirements for Non-Residential Alcohol and other Drug Diversion Treatment Providers.</li><li>• Diversion treatment is delivered in a manner consistent with the Service Requirements for Non-Residential</li></ul>

<p>Diversion Treatment Providers.</p> <ul style="list-style-type: none"> <li>• Provision of priority access for clients referred through the WADP.</li> <li>• Influence and promote the adoption of evidence-based AOD-related policy and practice within the community that prevents and reduces harmful use of AOD and related harm.</li> <li>• Ensure evidence based/best practice approaches to local initiatives to address prevention of AOD issues.</li> <li>• Leads and manages the implementation and monitoring of evidence based AOD prevention strategies.</li> <li>• Apply cultural competency and political sensitivity when undertaking all AOD prevention work to ensure support, and where appropriate, active engagement is facilitated from relevant local groups.</li> </ul>	<p>Alcohol and other Drug Diversion.</p> <ul style="list-style-type: none"> <li>• Priority access for clients maintained.</li> <li>• Promotion and adoption of evidence based AOD policy and practice within the community is achieved.</li> <li>• Best practice and evidence based approaches are used locally.</li> <li>• The implementation of evidenced based AOD prevention strategies is achieved.</li> <li>• Cultural and political sensitivity is demonstrated, support and engagement from local groups is achieved.</li> </ul>
<b>Key Result Area 2</b>	<b>Client support</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Provide AOD assessment to determine client suitability for participation in a Diversion Program.</li> <li>• Provide individual counselling to clients within the Western Australia Diversion Program framework.</li> <li>• Write assessments and recommendations to the court on clients AOD use and treatment needs.</li> <li>• Provide a referral service to clients seeking the Diversion Program.</li> <li>• Provide harm minimisation information to clients.</li> <li>• Support drug treatment agencies in engaging clients.</li> <li>• Coordinate feedback from drug treatment agencies to the court.</li> <li>• Provide written and verbal reports to the court on client engagement in treatment.</li> </ul>	<ul style="list-style-type: none"> <li>• Referrals are responded to in a timely manner and in line with service guidelines and assessments are completed within timeframes</li> <li>• Clients are assessed using a strength based approach to determine support needs and a case plan is established with the client and other relevant stakeholders.</li> <li>• Support is provided for clients in accordance with the Mission Australia Case Management framework, with positive results and quality outcomes.</li> <li>• Develop and regularly review case plans to help clients overcome barriers to successful independent living.</li> <li>• Programs reflect individual needs, abilities, culture and diverse interests.</li> <li>• Client data is maintained within SIMS in accordance with the current guidelines and requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Using evidence based practice and outcomes measurement and participating in service evaluation.</li> <li>• Influential relationships are created with external bodies for the development of the service and advancement of needs of our clients.</li> </ul>
<b>Key Result Area 3</b>	<b>Relationship Management</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Provide expertise, support and consultation to team members regarding Aboriginal cultural issues where appropriate.</li> <li>• Contribute to the development, implementation and evaluation of the agency service model and service delivery of policies and procedures.</li> <li>• Attend up to 2 x 2 days per year of relevant Diversion Officer training and development as determined by the Mental Health Commission.</li> <li>• Develop strong working relations with and facilitates partnerships between government departments, local government, community groups, local drug action groups other health service providers and others as required who are relevant to the success of the prevention project or program</li> <li>• Provide representation on committees and working parties, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in orientation and induction process is achieved; an understanding of organisational policy and procedures has been developed and professional integrity, demeanour and appearance are maintained.</li> <li>• Documentation is maintained in compliance with funding body requirements, Mission Australia and program policy and procedures.</li> <li>• Active contribution is made to staff and team meetings and informal discussions are initiated with other staff and Service Manager.</li> <li>• WHS orientation is completed on time; participation in mandatory and other relevant in-service (internal &amp; external) training is maintained.</li> <li>• Allocated activities are completed within timeframes.</li> <li>• Documentation is maintained in compliance with funding body requirements, Mission Australia and program policy and procedures.</li> <li>• Strong working relationships key external stakeholders are explored and maintained.</li> <li>• Mission Australia and the Pilbara Community Alcohol and Other Drugs Service are represented as needed in a professional and effective manner.</li> </ul>

Key Result Area 4	Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> <li>• Maintain client files and statistics, as well as other client related administration duties in accordance with the Service Requirements for Non-Residential Alcohol and other Drug Diversion Treatment Providers.</li> <li>• Assist in data collection and research relating to the program.</li> <li>• Prepare written and verbal reports on the progress of the program.</li> <li>• Undertake other administrative and office management tasks as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional standing is upheld and all relevant development activities are completed.</li> <li>• Administrative tasks, case notes and case planning are kept up to date, with successful audits in all cases.</li> <li>• The manager is provided with client statistics monthly.</li> <li>• SIMS data is regularly updated.</li> <li>• All paperwork is completed and correct and kept as required.</li> </ul>

*Note-The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.*

## Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

## Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

## Recruitment information

### Qualification, knowledge, skills and experience required to do the role

- Well-developed written, verbal and interpersonal skills, including report writing and communicating with influence.
- Knowledge of services and community resources relevant to the needs of the client group.
- Experience in working as part of a team.
- Ability to work with minimal supervision.
- Well-developed time management and organisational skills.
- Demonstrated and well developed AOD assessment, counselling and referral skills.
- Specialist expertise in the AOD service and case management and frameworks for intervention
- A qualification in Social, Behavioural or Health Sciences or significant experience in counselling or the Alcohol and Other Drug field.
- Sound knowledge of court procedures.

### Key challenges of the role

- The ability to provide a tailored response to clients from varied backgrounds and levels of disadvantage including clients with challenging secondary issues.
- Supporting others within the organisation to meet the needs of clients and produce effective and long term solutions to AOD issues.

### Compliance checks required

Working with Children	<input checked="" type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
Drivers Licence	<input checked="" type="checkbox"/>
Other (prescribe)	<input type="checkbox"/>

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## Approval

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Manager name

Approval date