

**OFFENDERS AID AND REHABILITATION SERVICES OF SA INC**  
**JOB AND PERSON SPECIFICATIONS**



<b>Title of Position</b>	AOD Family Support Worker	<b>Position Number</b>	
<b>Division</b>	Client Treatment Services	<b>Award</b>	SCHCDS
<b>Section</b>	As per contract	<b>Classification</b>	Level 5
<b>Location</b>	Adelaide Metropolitan	<b>Employment Type</b>	As per contract
<b>Delegated \$ Authority</b>	N/A	<b>Probation Period</b>	6 months
<b>Position Type</b>	As per contract	<b>Hours per. week</b>	As per contract

**JOB SPECIFICATION**

**1. Summary of the broad purpose of the position in relation to organisation goals.**

The AOD Family Support Worker supports the delivery of comprehensive AOD rehabilitation services by providing support to family or friends of those experiencing AOD issues, to assist them to aid in their rehabilitation journey, or to recognise the need for rehabilitation. Along with focusing on the family member, their coping strategies and quality of life in the present.

Duties will include co-facilitation of relevant programs and supports, and the provision of professional individual support.

OARS Community Transitions follows the SA Government Information Sharing Guidelines (ISG) to: Promote the Safety and Wellbeing of Children, Young People and their Families and you are required to comply and act in accordance with ISG Policy and Guidelines.

**2. Reporting/Working Relationships**

The AOD Family Support Worker reports to the Team Leader Client Treatment Services and is expected to develop effective working relationships with colleagues, other organisational divisions, agencies, service providers, e.g., the Department for Correctional Services and Housing SA. In particular this role must work closely with the family and friend of the client receiving rehabilitation services to maximise successful interventions and outcomes.

**3. Special Conditions**

- A current driver's licence is required
- Appropriate Police Clearances must be maintained, as directed
- submit to any security and or safety obligations of partners where required
- maintain an awareness of and abide by relevant OARS CT Policies, Procedures, and expectations
- May be required to provide services intra/ Interstate on occasion
- Some manual handling is required of this position

## Statement of Key Outcomes and Associated Activities

### 4 The AOD Family Support Worker is to work as part of a team to:

- Provision of professional, non-clinical assistance and support including;
  - Consideration of clients support network and advising of how these individuals can assist in the rehabilitation and recovery process, in a way that inspires hope
  - Facilitate authentic connections, within professional boundaries
  - Providing support focused on the individual family members strengths and barriers, coping strategies and quality of life when also acting in a caring role for someone with addictions.
  - demonstrating the advantages of change
- Support the delivery of high quality, client centred, comprehensive individual counselling and case management for clients with family members experiencing drug and/or alcohol problems, through:
  - Support in line with the Alcohol and Other Drug (AOD) service delivery manual,
  - Referral of clients to other agencies as appropriate,
  - Appropriate follow up, report and referral writing, and advocacy, including maintenance of client records, files, and data,
  - Responsive service that builds upon existing supports
  - Exercising judgement, and using initiative
- Ensure the enhancement of knowledge of colleagues, students, and other workers. By participating in the team Case Reviews and Professional Development
- Support the efficient delivery of Alcohol and Other Drug services by working in collaboration with the Team Leader and other Stakeholders to ensure that best practice is adhered to and all of the Key Performance Indicators (KPIs) of the program are met.
  - Ensure that the self needs for support and supervision are met by informing the Team Leader of supervision, education, and training needs.
  - Ensure that knowledge, skills, and service provision is in keeping with current practices by accessing the latest literature, attending professional seminars and workshops.
  - Contribute to & comply with OARS CT policies, directives & guidelines,
  - Ensure own continuing skills and professional development by participating in formal supervision, formal Clinical Supervision, and contributing to in-service education programs.
  - Ensure the service is promoted in a positive manner to the community.
  - Any other duties as required.

### 5. Work Health and Safety

- Maintain a safe work environment in accordance with the organisation's Work Health and Safety Policies and Procedures.
- Participate in mandatory Work Health and Safety training sessions.
- Identify and report hazards and incidents in the workplace.
- Facilitating transparency and encouraging reporting of concerns, particularly in relation to bullying, discrimination and/or harassment in line with OARS "Zero tolerance" approach.

## PERSON SPECIFICATION

### Essential Minimum Requirements:

#### *Educational/Vocational Qualifications*

Tertiary Qualification in Social Work or similar Human Services and eligible to be registered as a Social Worker

#### *Personal Abilities/Aptitude/Skills*

- Professional and practical knowledge of AOD rehabilitation and recovery
- Ability to empathise with disadvantaged people in general, and ex-offenders in particular
- Assess the needs of clients and to prioritise service based upon these needs

- Effective support, communication, and crisis intervention skills
- Prepare reports and maintain records, databases, and draft correspondence
- Develop and maintain professional networks
- Implement policy within broad direction and ability to work autonomously

**Experience:**

- Practical experience of assisting individuals and their support network to engage in alcohol and/ or drug rehabilitation
- Experience working with disadvantaged people
- Advocacy and networking

**Knowledge:**

- Support services for disadvantaged people
- Workplace Health, Safety and Welfare Principles.
- Criminal Justice System

**DESIRABLE CHARACTERISTICS**

***Educational/Vocational Qualifications***

- Registered as a Social Worker
- Certificate IV in AOD and/or Counselling
- First Aid Certificate

***Personal Abilities/Aptitudes/Skills***

- Skills in conflict management
- Think conceptually, develop plans, implement strategies, and evaluate results
- Able to work within a correctional facility

***Experience***

- Group Intervention Facilitation / Co-Facilitation
- Experience working with comorbidities (e.g., Mental Health, Domestic Violence)
- Experience working cooperatively with a range of service providers
- Working with people from a range of cultures and social backgrounds
- Experience in the use of computerised client information systems.
- Experience in assessing needs and risks of disadvantaged people and ex-offenders.

***Knowledge***

- Community Development, integration, and rehabilitation processes
- An understanding of Restorative Justice, integration, and social inclusion principles.

**Acknowledged by Occupant**

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name..... Signature..... Date.....