

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



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

JOB SPECIFICATION

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

The AOD Senior Peer Support Worker assists in the delivery of a comprehensive AOD rehabilitation service aimed at prevention, intervention, and harm minimisation by providing support and advice from a lived experience of addiction, to supplement the clinical services delivered and maximise successful rehabilitation outcomes. Duties will include co-facilitation of rehabilitation services and the provision of 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 Senior Peer 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.

3. Special Conditions

- A current driver's licence is required
- Appropriate Police Clearances must be maintained, as directed
- May be required to provide services intra/ Interstate on occasions
- 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
- Some manual handling is required of this position

Statement of Key Outcomes and Associated Activities

4 The AOD Senior Peer Support Worker is to work as part of a team to:

- Provision of non-clinical assistance and support including;
 - Sharing personal experience in a way that inspires hope
 - Facilitate authentic connections, within professional boundaries
 - Providing support focused on self-determination, participation, and recovery
 - Offering help and support as an equal, demonstrating the advantages of change
- Deliver high quality, client centred, comprehensive support for clients 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,
 - Client 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, related communities of practice, 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

- Certificate IV in AOD /Mental Health Peer Work/ Community Services and/or an equivalent qualification (as agreed by Commissioning Body)

Personal Abilities/Aptitude/Skills

- Lived experience of alcohol and other drugs
- 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:

- Must have lived experience of alcohol and/ or drug misuse and maintained sustained abstinence
- 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

- Tertiary Qualified in a relevant Human Service
- 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.....