



**Durri Aboriginal Corporation Medical Service**  
Servicing the Macleay and Nambucca Valleys  
ABN 52 730 046 875 ICN 27

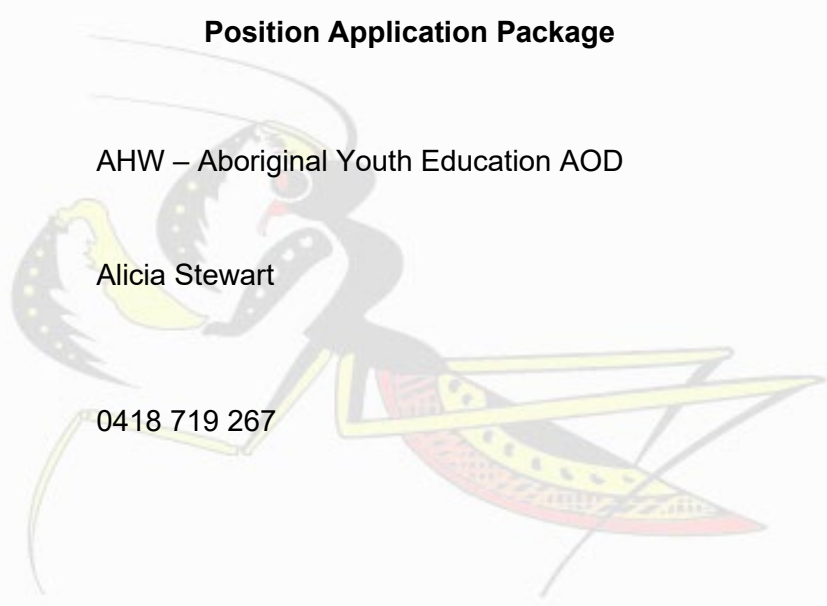
***With Compliments***

**Position Application Package**

**Position Name:** AHW – Aboriginal Youth Education AOD

**Contact Name:** Alicia Stewart

**Telephone:** 0418 719 267



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:**  
**PO Box 136**  
**Kempsey NSW 2440**

## General Conditions of Employment

**Position:** AHW - Aboriginal Youth Education Alcohol and Other Drugs - Female

**Award:** ACCHS & ATSIHWP

**Classification:** AHW - Grade 3 - 4 Level 1 - 1

**Salary:** \$34.94 to \$39.64 per hour

**Salary packaging:** To calculate your potential benefit follow the link <https://eziway.net.au>

**Application:** Your application should consist of four parts:

1. Completed application form (page 4)

2. **Selection Criteria** - *Your application must answer all of the Selection Criteria essential questions, for example the questions listed 1 to 14 below, or your application will be marked unsuccessful.*

**Selection Criteria:**

**Essential:**

1. Aboriginal or Torres Strait Islander descent (***This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977.***)
2. Certificate IV – Drugs and Alcohol or willingness to undertake.
3. Demonstrated experience with development of community programs.
4. Sound knowledge of community health, public health and Aboriginal Health.
5. A thorough knowledge of and association with the local Aboriginal community.
6. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.
7. Continuous developing professional competence and qualifications.
8. High level of written and verbal communication skills.
9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
10. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system.
11. Current First Aid Certificate, or ability to obtain
12. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations.
13. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.

14. Current valid driver licence, minimum of Class “C” or equivalent.

### 3. Resume

### 4. Supporting documents

- Working with children check, qualifications, registration, driver licence, national police check
- Vaccination Declaration Form, Appendix 6

*(Adopted and endorsed by Durri CEO Clinical Governance Committee 10 May 2023)*

Click on the links below to Complete NSW Health Undertaking/Declaration Form & find Occupational Assessment, Screening and Vaccination against Infectious Diseases Policy.

*This form must be completed by all new workers, students and existing staff applying for new positions or undergoing vaccination and screening requirements outlined in the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy Directive (the “policy directive”). This includes volunteers/facilitators/ contractors (including visiting medical officers and agency staff) who provide services for or on behalf of Durri ACMS.*

<https://www.health.nsw.gov.au/immunisation/Documents/Occupational/appendix-6-declaration.pdf>

[https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022\\_030.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2022_030.pdf)

**Email your completed application to:** [Recruitment@durri.org.au](mailto:Recruitment@durri.org.au)

or

Post marked confidential to:

Application Human Resources  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
Kempsey NSW 2440

**Closing Date:** Monday 05 February 2024 by 5.00pm



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## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Number: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... Expiry date: .....

Do you identify as Aboriginal and or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Have you attached your Working with Children check?  Yes  No

WWCC No:.....

Have you attached your National Police Check?  Yes  No

Date of issue: .....  Yes  No

Have you attached your NSW Health Undertaking/Declaration Form?  Yes  No

Have you attached your Qualifications?  Yes  No

Have you attached your registration if applicable?  Yes  No

Where did you see this position advertised? .....

List two referees (one being a current manager)

| Referees         | Referee 1 | Referee 2 |
|------------------|-----------|-----------|
| Name:            |           |           |
| Title:           |           |           |
| Organisation:    |           |           |
| Contact Details: |           |           |
| Email Address:   |           |           |



# Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

## Position Description

| <b>Position Title:</b> Aboriginal Health Worker – Aboriginal Youth Education Alcohol and Other Drugs - Female   | <b>Business Unit:</b> Program Management   |                      |                              |                 |   |                      |   |           |   |  |
|---|--|----------------------|------------------------------|-----------------|---|----------------------|---|-----------|---|--|
| <b>Reports To:</b> Programs Manager   | <b>Direct Reports:</b> NIL   |                      |                              |                 |   |                      |   |           |   |  |
| <b>Employment Type:</b> Part-time   |  |                      |                              |                 |   |                      |   |           |   |  |
| <b>Position base:</b> Position will be based in Kempsey   |  |                      |                              |                 |   |                      |   |           |   |  |
| <b>Primary Objective:</b>   |  |                      |                              |                 |   |                      |   |           |   |  |
| <p>This position is responsible for providing Youth Alcohol and Other Drug (AOD) Community Based Education to Aboriginal Youth aged 10-24 years.</p> <p>The key objectives of the role include providing.</p> <ol style="list-style-type: none"> <li>1. Alcohol and other drug (AOD) prevention programs aim to reduce AOD harms by supporting people to avoid AOD use, delay, or reduce AOD use, and/or avoid AOD harm behaviours.</li> <li>2. AOD prevention programs for young people address both the risk and protective factors associated with early age AOD use.</li> <li>3. Education, screening, and brief interventions are included components of this funded prevention program targeting young Aboriginal people in the Kempsey community</li> <li>4. Plan and implement the Youth AOD Community Based Education in partnership with members of the Program Team and under the instruction of the Programs Manager</li> </ol> |  |                      |                              |                 |   |                      |   |           |   |  |
| <b>Position Dimension &amp; Decision Making Authority:</b>  | <b>Key Communication Contacts:</b>   |                      |                              |                 |   |                      |   |           |   |  |
| <p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>• Routine enquiries from Youth, their partners and the community</li> </ul> <p><b>After Consultation Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>• Complex client health problems/issues</li> <li>• Actions outside policy and procedure</li> </ul> <p><b>Referred to Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and Capital Expenditure</li> </ul>   | <table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Program Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Assistance and advice on Aboriginal Youth AOD Education related matters</td> </tr> <tr> <td>All staff</td> <td>As needed – Linking with other programs where appropriate</td> </tr> </tbody> </table> | Contact/Organisation | Purpose/Frequency of Contact | Program Manager | Daily – Direction and achievement of accountabilities | Client and Community | As needed – Assistance and advice on Aboriginal Youth AOD Education related matters | All staff | As needed – Linking with other programs where appropriate |  |
| Contact/Organisation  | Purpose/Frequency of Contact   |                      |                              |                 |   |                      |   |           |   |  |
| Program Manager   | Daily – Direction and achievement of accountabilities  |                      |                              |                 |   |                      |   |           |   |  |
| Client and Community  | As needed – Assistance and advice on Aboriginal Youth AOD Education related matters  |                      |                              |                 |   |                      |   |           |   |  |
| All staff   | As needed – Linking with other programs where appropriate  |                      |                              |                 |   |                      |   |           |   |  |

| <b>Key Accountabilities</b>  |  |  |
|------------------------------|--|--|
| <b>Key Result Area</b>       | <b>Major Activities</b>  | <b>Performance Measures:</b>   |
| <b>1. Program Management</b> | <ul style="list-style-type: none"> <li>• Plan and provide alcohol and other drugs services, assessing alcohol and other drugs misuse with Aboriginal Youth in the community and providing feedback to the Program Manager on relevant outcomes, suggested improvements and change implementation.</li> <li>• Provide and or arrange health assessments for Youth AOD clients</li> <li>• Provide education and information on carer experiences, needs and support to alcohol and other drugs staff, community groups and other relevant health services as required for Aboriginal Youth</li> <li>• Uphold the dignity and rights of families, carers and consumers while always respecting privacy and confidentiality.</li> <li>• Arrange alcohol and other drugs assessments and referrals to other health and community services as required.</li> <li>• Develop and deliver training sessions to ensure all program and clinical staff are knowledgeable and aware of relevant for Youth AOD program information.</li> <li>• Monitor local Youth Aboriginal alcohol and other drugs matters and needs to provide advice and action plans to the Programs Manager.</li> <li>• Participate in the development of health promotions and education strategies ensuring feedback from the community is incorporated into planning aimed at Aboriginal Youth aged 10-24 years of age.</li> <li>• Monitor local Youth Aboriginal health needs and trends and provide advice and action plans where appropriate.</li> <li>• Other duties that may be required from time to time.</li> </ul> | <ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Use of Communicare</li> <li>• Participation in relevant meetings that are Aboriginal Youth based (10-24 years of age) at the discretion of the Programs Manager</li> <li>• Feedback from colleagues and community</li> </ul> |

|  |  |  |
|--|--|--|
| <b>2. Community Care</b>                     | <ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information regarding Aboriginal Youth AOD is easily accessible and understood by the community.</li> <li>• Developing partnerships with other health services and community groups to ensure the education and communication of clients of Aboriginal Youth AOD education and issues are appropriate.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Liaise with the Program Manager in the development, implementation, and evaluation of community planning regarding Aboriginal Youth AOD.</li> </ul>   | <ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Participates in the planning and delivery of communication about the program, and what it can offer, to a diverse range of local community stakeholders within the Kempsey area</li> </ul>   |
| <b>3. Team work and Collaboration</b>        | <ul style="list-style-type: none"> <li>• Effectively collaborate with Program team members to ensure that Aboriginal Youth AOD function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS.</li> <li>• Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation.</li> <li>• Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues.</li> <li>• Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in Aboriginal Youth AOD Education.</li> </ul> | <ul style="list-style-type: none"> <li>• Feedback from colleagues</li> <li>• Feedback from clients</li> </ul>  |
| <b>4. Compliance &amp; Quality Assurance</b> | <ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements.</li> </ul>  | <ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> <li>• Has read and signed off on Staff Policy and Procedure manual</li> <li>• Utilisation and reporting from Communicare</li> <li>• Participates in Professional Development to meet Program requirements</li> <li>• Participate in program quality improvement activities.</li> </ul> |

|                                       |  |   |
|---------------------------------------|--|---|
|                                       | <ul style="list-style-type: none"> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.</li> <li>• Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement.</li> </ul>  |   |
| <b>5. Workplace Health and Safety</b> | <ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible</li> <li>• Compliance with WHS legislative requirements and site policies.</li> <li>• Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors</li> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property;</li> <li>• Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures</li> </ul> | <ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>   |
| <b>6. Reporting</b>                   | <ul style="list-style-type: none"> <li>• Provide statistical reports to meet organisational and statutory requirements as required.</li> </ul>   | <ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> <li>• Use of Communicare</li> <li>• Attendance at meetings as per requested by the Programs Manager</li> </ul> |
| <b>7. Policy and Procedures</b>       | <ul style="list-style-type: none"> <li>• Assist in the development of and comply with policies and procedures to ensure that the Aboriginal Youth Education Alcohol and Other Drugs program is demonstrating</li> </ul>  | <ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>   |



consistent practices nationally and is in line with strategic objectives.

- Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program
- Compliance with and understanding of EEO Legislation

| Key Challenges:   | Person Specification:   |
|---|---|
| <ul style="list-style-type: none"> <li>• Establishing, maintaining relationships with Aboriginal Youth AOD clients of the program to ensure successful outcomes for the family.</li> <li>• Achieving Aboriginal Youth AOD requirements within agreed deadlines</li> <li>• Participation with relation to having a holistic approach to Aboriginal health</li> <li>• All persons appointed to positions within Durri ACMS's will complete training as deemed appropriate by the Programs Manager for their relevant position and provide/support the organisation with health promotion activities.</li> </ul> | <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Aboriginal or Torres Strait Islander descent (<b><i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977.</i></b>)</li> <li>2. Certificate IV – Drugs and Alcohol or willingness to undertake.</li> <li>3. Demonstrated experience with development of community programs.</li> <li>4. Sound knowledge of community health, public health and Aboriginal Health.</li> <li>5. A thorough knowledge of and association with the local Aboriginal community.</li> <li>6. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.</li> <li>7. Continuous developing professional competence and qualifications.</li> <li>8. High level of written and verbal communication skills.</li> <li>9. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.</li> <li>10. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system.</li> <li>11. Current First Aid Certificate, or ability to obtain</li> <li>12. Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations.</li> <li>13. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.</li> <li>14. Current valid driver licence, minimum of Class “C” or equivalent.</li> </ol> |