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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Alcohol and Other Drugs (AOD) Worker
REMUNERATION/CONDITIONS:	In accordance with the Aboriginal Community Controlled Health Services Award
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Programs Manager / DCEO
PERFORMANCE APPRAISAL:	6 month probationary period; performance reviews every 12 months thereafter
POSITION FUNCTION:	The AOD Worker is responsible for providing culturally safe, trauma-informed support to Aboriginal and Torres Strait Islander individuals and families impacted by alcohol and other drug use. The role includes health promotion, harm minimisation, one-on-one support, and linkage with appropriate treatment and recovery services, while strengthening connection to culture, identity and community.
MINIMUM SKILLS REQUIRED:	Strong understanding of the impact of substance. Demonstrated ability to provide respectful, non-judgmental, and culturally appropriate support

POSITION SUMMARY

The AOD Worker supports individuals and families affected by alcohol and drug use through screening, brief intervention, education, care planning, and referral to specialist services. The role works closely with the SEWB team, GPs, mental health services, and community organisations to provide holistic and culturally strong wraparound care.

RESPONSIBILITIES

Client Support & Case Management

- Provide culturally responsive AOD support to patients across the continuum of use from early intervention to harm minimisation and recovery
- Develop individual care plans and goals in collaboration with patients and multidisciplinary team members
- Conduct screenings and assessments using approved AOD tools (e.g., ASSIST, AUDIT, DUDIT)
- Provide education, brief intervention, relapse prevention and motivational interviewing techniques
- Provide practical support around housing, legal matters, transport, and family support where required
- Monitor progress and provide regular follow-up and case reviews

Referral & Collaboration

- Refer patients to appropriate internal and external supports including:
- GPs and nurses for medical detox or pharmacotherapy (e.g., opioid substitution therapy)
- Residential or outpatient rehabilitation services
- Mental health, family violence, and legal services
- Liaise with Alcohol and Other Drugs services, Local Health Districts, justice programs, and cultural healing centres
- Participate in multidisciplinary case conferencing and care planning
- Work collaboratively with Aboriginal Health Practitioners, Mental Health Workers, Social Workers, and other staff

Cultural Safety & Community Healing

- Ensure that AOD support is grounded in cultural safety, identity, and self-determination
- Support access to cultural programs, yarning groups, bush camps, and men's/women's groups as pathways to healing
- Respect and integrate Aboriginal ways of knowing, being and doing in all interactions

Health Promotion & Education

- Deliver AOD awareness programs, harm minimisation education and community workshops
- Contribute to local prevention campaigns and culturally tailored resources
- Attend and support community events and outreach activities promoting wellbeing and drug education

Crisis Intervention & Risk Management

- Provide support during AOD-related crises (e.g. intoxication, overdose, domestic violence)
- Conduct risk assessments and safety planning as needed
- Escalate high-risk cases to appropriate clinical staff or emergency services in line with policies and procedures

Documentation & Reporting

- Maintain accurate and confidential patient records using clinical software systems
- Document assessments, referrals, care plans, and follow-up clearly and timely
- Participate in clinical audits, service reporting and funding compliance where applicable

MEETINGS

- Participate in team meetings, SEWB and Mental Health team meetings
- Participate in all-staff meetings
- Attend interagency, community or case planning meetings as required
- Stakeholder and partnership meetings as required

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Client Engagement	≥80% of referred patients have active care plans and regular follow-up
Cultural Safety	≥90% of patients report feeling culturally safe and supported
Collaboration	Active participation in ≥90% of team case meetings

PROFESSIONAL DEVELOPMENT

- Participate in cultural supervision and reflective practice
- Attend relevant training in trauma-informed care, AOD intervention models, harm minimisation, and motivational interviewing
- Maintain any mandatory AOD-related certifications or ongoing CPD hours

- Engage in cultural learning opportunities and participate in professional networks where appropriate
- Participate in professional peer networks and relevant conferences when possible

ESSENTIAL SKILLS AND EXPERIENCE

- Understanding of the cultural, social, and historical determinants of AOD use in Aboriginal and Torres Strait Islander communities
- Experience in delivering culturally safe, strengths-based support in an AOD, SEWB, or health-related setting
- Excellent interpersonal and communication skills, including working with patients with complex needs
- Ability to maintain confidentiality, boundaries, and trauma-informed care principles

MANDATORY REQUIREMENTS

- Certificate IV or Diploma in Alcohol and Other Drugs, Mental Health, Community Services, or equivalent
- Mental Health First Aid (or willing to obtain)
- Current CPR Certificate
- National Police Check
- Working With Children Check
- Current Driver's Licence
- Compliance with all organisational policies and procedures
- Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____