



**Position:** Alcohol & Other Drug (AOD) Prevention Worker – Brisbane North  
35 hrs/wk

**Included in this pack of information you will find the:**

- background, vision, mission and values of DRUG ARM
- accountability structure
- remuneration and conditions
- position description
- key selection criteria
- referee permission form

**Inquiries about the position or the application:**

**Phone:** 3620 8811

**Applications can be submitted by email, fax or post**

**Email:** betonyb@drugarm.com.au

**Fax:** 3620 8812

**Post to:** Executive Director  
DRUG ARM Australasia  
GPO Box 590  
Brisbane QLD 4001

**NOTE: For an application to be considered you must include a:**

- cover letter
- response to the Selection Criteria
- resume
- signed referee permission form (if applicable).

**Closing Date:** 5pm – Monday 13<sup>th</sup> September 2010

More information about DRUG ARM can be obtained from the website at

[www.drugarm.com.au](http://www.drugarm.com.au)

**Background of DRUG ARM Australasia**

DRUG ARM is a specialist drug and alcohol agency founded on Christian principles. The organisation has been serving the community in Queensland since 1933.

**Our Vision**

Reaching Out  
Reducing Harm

**Our Mission**

Engage Encourage Empower  
People and Communities

**Our Values**

The worth of each individual  
Leadership based upon vision and innovation  
Credibility, integrity, accountability and excellence

**Accountability**

**To:** Ultimate accountability is to the Executive Director through the Chief Operations Officer

**By:** Providing verbal and written reports on a monthly basis, or as otherwise required;

**For:** The effective delivery and promotion of the AOD program, all other duties as described the project funding agreement and guidelines, the job description, operational plan and the employment contract.

**Remuneration Package**

The remuneration package for this position is in line with the responsibilities of the position and with Social, Community Home Care and Disability Services Award 2010 depending on experience and qualification.

**The Program**

The person will work within a multidisciplinary team service environment to provide a comprehensive range of primary prevention activities that are related to alcohol, tobacco and other drug use and the promotion of social and emotional health and wellbeing.

The **AOD Prevention Worker** may work with a variety of people and organisations to develop and deliver alcohol, tobacco and other drug related prevention initiatives. For example:

- Government, non-Government and community controlled health services, including Alcohol, Tobacco and Other Drug Services, acute care, community, child and youth, women's crisis and rehabilitation services.
- Government departments such as Qld Health (including Alcohol, Tobacco and Other Drug Services and School based Youth Health Nurses), Qld Police, Qld Liquor Licensing, Qld Transport, Qld Department of Communities, Education Qld, and Qld Sport & Recreation.
- Local government
- Non-Government organizations such as Qld Cancer Fund, Division of General Practice, Police Citizens Youth Clubs , Anglicare etc.

**The Purpose of the Position**

- Deliver services in accordance with harm minimization policy and practice, which encompasses a balance between supply reduction (e.g. drug law enforcement), demand reduction (e.g. treatment) and harm reduction (e.g. needle and syringe programs);
- Ensure evidenced-based practice and appropriate clinical care standards are used in all interventions and activity by maintaining professional networks, participating in regular professional development and conducting ongoing monitoring and evaluation;
- Help to build the capacity of the community by establishing and maintaining strong community links and networks;
- Collaborate with health professionals and other stakeholders to support the local implementation of Qld Drug Strategy 2006-2010 and other relevant national, state and departmental policy directions;
- The staff in this position must work in close partnership with Qld Health alcohol, tobacco and other drug clinicians and other professionals.

**Job Description - Principles Duties, Responsibilities**

The **AOD Prevention Worker's** position will work within the following principles of operation:

- Delivering expert advice and services in accordance with harm minimization policy and practice, which encompasses a balance between supply reduction (e.g. drug law enforcement), demand reduction (e.g. supportive environments, health education, treatment) and harm reduction (e.g. needle and syringe programs).
- Ensuring that evidence-based practice is used in all interventions and activity by maintaining professional networks, participating in regular professional development and conducting ongoing monitoring and evaluation.

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- Ensuring that interventions address the needs of Aboriginal and Torres Strait Islander and/or culturally and linguistically diverse peoples.
- Helping to build the capacity of the community by establishing and maintaining strong community links and networks.
- Collaborating with prevention and health promotion professionals and other stakeholders to support the local implementation of Qld Drug Strategy 2006-2010 and other relevant national, state and departmental policy directions.

### **The position duties and responsibilities are:**

1. Working in close partnership with the ATODS Drug Prevention Coordinator and health promotion workers in Qld Health; clinical and health promotion staff from other government and non-government agencies; and the community to prevent alcohol, tobacco and other drug misuse and dependence;
2. Working with community groups and others to identify alcohol, tobacco and other drug prevention service needs of the whole of population and specific population groups including marginalised young people, people from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander peoples;
3. Undertaking the development, management and evaluation of local community alcohol, tobacco and other drug prevention projects in accordance with government policy and practice such as *The Prevention of Substance Use, Risk and Harm in Australia* monograph 2004 (e.g. Safer Venues Program and Alcohol Management Records);
4. Implementing and evaluating prevention activities at a community level to complement and add value to statewide alcohol, tobacco and other drug social marketing campaigns including *Feeling Good – Young Women and Smoking*, *Young men and Alcohol*, *Young Women and Alcohol*, and *Adult Quit Smoking*;
5. Supporting consultation and partnerships with Community Councils, Indigenous Health, other individuals, communities and other organisations as appropriate, to maximize coordination between sectors in relation to alcohol, tobacco and other drug prevention;
6. Representing and significantly contributing to alcohol management and tobacco action groups;
7. Facilitating and promoting community acceptance and compliance with legislative and voluntary measures which provide supportive and healthy environments (e.g. Qld tobacco laws for smoke free indoor and outdoor public venues, and responsible service of alcohol under the Liquor Act and voluntary codes);
8. Maintaining a current understanding of evidence-based prevention approaches and being able to offer a range of responses including, for example, support for community housing initiatives to help address social determinants of health (i.e. the common causes of social and health problems);
9. Promoting and supporting the secondary prevention (screening and brief intervention) roles of Alcohol and Drug Clinical Workers (e.g. delivery of the Helping Smokers Quit brief intervention, Quitline and Alcohol and Drug Information Service)
10. Identifying the gaps in knowledge and skills, and assisting to fill those gaps, among individuals, community groups and community based organisations that provide alcohol, tobacco and other drug prevention services;
11. Assessing and reporting on alcohol and drug-related issues of local populations through research, information collation/analysis and consultations;
12. Participating in regional and state professional development, strategic planning and reporting processes related to alcohol, tobacco and other drug prevention.

### **The key accountability areas are:**

#### **1. Health Promotion**

##### **Responsibilities:**

- 1.1 Develop and/or implement health promotion/prevention projects or social marketing campaigns to address alcohol, tobacco and other drug use consistent with priorities outlined in the duties and responsibilities statement contained within this document;
- 1.2 Provide health promotion and prevention advice and assistance within the Community.

#### **2. Service Development**

##### **Responsibilities:**

- 2.1 Develop close and collaborative working relationships with other health promotion projects and relevant bodies (in particular ATODS Drug Prevention Coordinator and health promotion workers in Qld Health);

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2.2 Work collaboratively with the Indigenous Health team and external Indigenous service providers to improve the health and wellbeing of Aboriginal and Torres Strait Islander individuals and communities within the geographic region.

### **3. Evidenced based service delivery**

#### **Responsibilities:**

- 3.1 Maintain knowledge about emerging trends and the needs of the community, health care and other professionals and the government through professional development, liaison and regular contact with external agencies and service providers;
- 3.2 Continually develop own professional knowledge, skills and abilities as they relate to the duties and responsibilities of the position, including committing to a personal Performance Appraisal and engaging in professional development opportunities;
- 3.3 Participate in the ATOD Prevention Worker Professional Development Program in 2008/09, including an annual workshop and follow-up contact;
- 3.4 Utilise Area Population Health Services to provide professional support, including evidence-based ATOD prevention approaches and direction, through the Area ATOD Prevention Coordinators.

### **4. Continuous Quality Improvement**

#### **Responsibilities:**

- 4.1 Coordinate and participate in quality improvement and quality assurance processes within the service
- 4.2 Contribute to the Alcohol Tobacco and Other Drug Services business planning processes.

### **ESSENTIAL SELECTION CRITERIA:**

- SC1** Attainment of, or working towards, a degree in social science, health, education or related field;
- SC2** Demonstrated experience and knowledge in health promotion including ability to plan, implement and evaluate health promotion programs;
- SC3** Knowledge of current Alcohol Tobacco and Other Drugs issues, especially issues related to indigenous and disadvantaged communities;
- SC4** An understanding of the links between practice and research and strategies to promote evidence-based health promotion;
- SC5** Demonstrated ability to design and implement projects;
- SC6** Demonstrated ability to work in partnership with other staff and government, non-government and community organisations;
- SC7** Demonstrated high level written and oral communication skills;
- SC8** Demonstrated ability to work as a team and as an individual and ability to work with minimal supervision;
- SC9** Open Qld driver's license.

#### **NOTE:**

- DAA is an organisation founded upon Christian principles and employees need to feel comfortable working in that environment.
- The successful applicant will need to be prepared to undergo a Police clearance and be eligible to obtain a **Blue Card** as issued by the Commission for Children & Young People & Child Guardian.

### **IMPORTANT MESSAGE TO THE APPLICANT THE REFEREE PERMISSION FORM**

DRUG ARM complies with the privacy legislation and therefore you must return the completed and signed form (below) with your application, for each referee who provides a private (home) address, email or phone contact detail so that DRUG ARM can contact them should you be successful in your application.

Should the referee be unable to sign a form you may attach an email from that person stating that they allow DRUG ARM to hold their contact details on file only during the recruitment process for this position.

I, (name of referee) \_\_\_\_\_ give permission for DAA to hold my contact details, provided by (name of applicant) \_\_\_\_\_ on file whilst recruiting for the position of AOD Prevention worker.

Once recruiting for this position has been finalised my contact details held on file will be destroyed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_