

Position Description

AOD Peer Worker:

Community Rehabilitation Program – Young People

Position summary

Reporting to the AOD Clinician, the AOD Peer Worker utilises a psychosocial capacity building framework to support young people with practical information and tools. They work with other team members to facilitate groups providing psychoeducation, emotion regulation, interpersonal and communication skills, harm reduction, living skills and activity-based therapeutic programs.

Peer Workers use the experience of their AOD recovery journey to support people experiencing distress or mental health conditions through:

- Peer support and health promotion
- Positive role modelling
- Education and facilitating self-advocacy
- Providing information to encourage participation in services.

The role is mobile and operates from both an office space and in the community. Driving participants to the program may form part of the role, as required.

The Community Rehabilitation (CORE) program runs for seven weeks with some programs running face to face or online. There are four programs a year running during term time. In between programs, there is assessment and aftercare. The Clinical Lead manages both CORE programs. Each team comprises of a Clinician, Case Manager and Peer Worker. The CORE Young People program is based in the Port Macquarie region supporting young people aged 12-24.

Organisational relationships

Direct reports: Nil

Internal and external relationships

Internal relationships involve team and staff engagement and collaboration

External relationships may include families of choice and carers, HNC, NDIA, Primary Health Network professionals, clinicians, GP's, agents for housing, Aboriginal and Torres Strait Islander support organisations, Community Mental Health Service Providers and the broader community

Responsibilities	Outcomes
Assessment	
Support the management of the wait list for potential participants.	There is consultation with the Clinical Lead, potential participants and stakeholders.
	Intake records are maintained with details of referrer, presenting problem and outcome.
Ensure comprehensive assessment takes place prior to placement in the program.	Meetings are organised with potential participants and risk assessment processes are undertaken.
	Appropriate specialist psychosocial/ psychometric assessments are utilised depending on needs.
	Referrals are made to other support services that may better meet participant needs.
Support Group Facilitation	
Actively participate in the delivery of mid-level intensive day group rehabilitation.	Group facilitation is provided to participants to cover areas such as psychoeducation, emotion regulation, interpersonal and communication skills, harm reduction, living skills and activity-based therapeutic programs.
	A range of group-work modules are utilised in areas such as coping strategies, healthy relationships, nutrition, boundaries, self-care, and wellbeing.
	A calm, safe, friendly, and welcoming space to participants, families and carers is created.
Support AOD Case Management and Care Coordination	
Support holistic case management of participants for optimal outcomes.	Effective case management is carried out taking into consideration different developmental, cognitive, behavioural, emotional, social, physical, and spiritual needs.
	Participants are offered support and referrals for housing, education, health and employment goals and needs are assisted via advocacy with service providers.
	There is positive feedback from completing participants and their families about the program delivery.
Refer families and stakeholders to other services.	Families and stakeholders are referred to other outreach services as appropriate.
Support the provision techniques and tools to support ongoing recovery and harm reduction	Discussions are had with participants about what is working, supports, achievements, reflections, and harm minimisation to support relapse prevention.
	Employ supportive techniques and interventions with participants as required (e.g., de-escalation and grounding exercises, mindfulness to manage distress and maintain mental wellbeing).
	There is an increase in insight and awareness regarding substance use and motivation toward behavioural change.

Responsibilities	Outcomes
Promote capacity building, autonomy and resilience	Participants are supported to engage with other services and supports to assist with their psychosocial needs.
Occasions of Service (OOS)	
Provide Occasions of Service (OOS) relevant to hours worked.	There is evidence that participants are provided with a reasonable number of Occasions of Service (OOS). A full-time case load is generally 8-10 participants. This can comprise of any direct engagement with a participant or any activity that is done in regard to the participant and is usually about 30-60 minutes in length. This can be conducted in person, via phone or video conferencing. An average 8-hour day should allow for a minimum of 5 occasions of service. Depending on engagement levels, a full-time case load is generally 8-10 participants.
Aftercare	
Support the provision of up to 4 months of aftercare	Contact is maintained with participants after the program for psychosocial support and review of coping techniques.
Peer Support	
Maintain professional boundaries when sharing lived experience.	There is appropriate disclosure of AOD lived experience.
	The information provided benefits the participant and inspires positive change and optimism.
	The information assists participants to reflect on their progress and can provide practical ways to cope with difficulties.
Be responsible for your recovery and mental health and seek support as required.	Self-care strategies are maintained and the line manager is informed if the staff member becomes unwell and needs support.
Be recovered before your return to work to support others.	There is evidence that the staff member is well enough to resume duties.
Representation and Networking	
Develop and maintain a working knowledge of relevant agencies/services.	Connections with Mental Health (MH) and AOD (Alcohol and other Drug) and primary health services and other stakeholders, including carers and other service providers are built and maintained.
Actively consult with relevant agencies and other service providers, regarding participant progress and participation.	Relevant agencies are provided with appropriate information to support the participant and grant them access to services they need.
Attend interagency and Buttery networking groups as directed.	Interagency and Buttery meetings are attended as appropriate.

Responsibilities	Outcomes
Administration and reporting	
Maintain participant files and undertake other administrative tasks as required.	Accurate case notes/ files/paperwork/data input/reports are maintained and updated.
Collect data to support future programs.	Sufficient data is available to ensure there is evidence of the program's effectiveness.
	There is participation in research projects as required.
Ensure there is compliance with all requirements.	Legislative, contractual and audit inspection framework requirements are met.
Team support	
Participate in peer and clinical supervision processes.	There is adequate preparation and active participation in peer and clinical supervision.
Participate in informal and formal case conferences, staff meetings and planned meetings.	There is active contribution in meetings to reach key program and clinical decisions.
Work autonomously and as part of a team.	A strong work ethic, respect, punctuality and commitment to service is demonstrated to ensure all team members are well supported.
	Assigned tasks are conducted in a timely manner.
Practical Support	
Ensure welfare and safety of participants	Ensure that anyone attending the program sign the appropriate Sign in Sheet.
	The participants' welfare and safety is ensured through following guidelines, policies, and procedures.
	The confidentiality of participants, including their presence in the program, remains confidential to outside enquiries.
Safeguard buildings and property	Offices are locked and secured when staff and participants leave.
	The program sites are kept in a clean and well-presented state.
General	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive at Buttery sites and compliance with any pandemic directives and protocols.
	Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.

safety and that of others who may be affected by your conduct.	
Manage potential for vicarious trauma and maintain professional boundaries.	There is engagement with regular Clinical Supervision or EAP and the line manager is notified if additional supports are required.
Be compliant with codes, guidelines, policies, procedures, confidentiality requirements, legislation and Standards and proactively engage with Buttery continuous quality improvement.	Codes, guidelines, policies, procedures, confidentiality requirements, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.
	All mandatory training programs and team meetings are attended.
	There is mandatory reporting of any suspected incidents of child abuse.
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	Interactions with colleagues, participants and stakeholders are undertaken in a courteous manner.
	Cultural and linguistic and gender diversity is supported and there is evidence of efforts to encourage inclusion.
	There is positive feedback from others regarding your interactions.
Other duties relevant to the role as requested by the Clinical Lead/Clinician.	

Selection criteria

Qualifications and checks

- Tertiary qualifications at Certificate IV in Peer Work
- Current and valid Driver's Licence with an ability to undertake travel around the region
- A satisfactory Criminal Record Check and Working with Children Check

Professional skills and experience

- Minimum 12-months experience in delivery of AOD support services in community settings delivering of mental health and suicide prevention services to young people within a psychosocial capacity building framework.
- A personal experience of recovery from AOD substance misuse, with the capacity to outline the steps you took towards recovery and how you remain active in your recovery.
- Experience in advocacy and complex case work support with young people.
- Understanding of the developmental stages of adolescence.
- Demonstrated experience facilitating groups of young people face to face and online.
- Established networks and relationships with a with a range of referral services across the local community.
- Demonstrated proficiency using the Microsoft suite, a variety of databases and video conferencing tools such as Zoom/Teams.
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of resilience to manage psychosocial demands, complex clinical issues and exposure to crisis situations
- Self-reflective with the ability to review own work practices and maintain professional boundaries

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment. I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____ Name _____ Date _____