



## **Position Description AOD Youth Outreach Worker**

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**Hours:** Part time

**Position Location:** Moorabbin Youth Hub

**Reports to:** Manager, Youth Hub

### **Background – TaskForce**

TaskForce has been providing drug treatment services since 1973. Core services focus on addressing social issues of drug related problems, unemployment, mental health and risk taking behaviours and supporting young people, adults and families to transition back into “mainstream” services and supports. TaskForce provides specialist support for people who have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential - those who have long-term complex issues or a single issue with a high degree of severity.

TaskForce delivers services via three connected streams: specialist AOD services to support people who use drugs and their families, youth retention and re-engagement with education, training and employment, specialist training through RTO status to enhance the capacity of AOD and other workers to support effective delivery of community-based services.

### **Position Overview**

This exciting position as Youth Outreach Worker is based in Moorabbin as part of the youth and adult alcohol and other drugs team. The role involves providing non judgmental support and outreach to young people in an environment that is accessible, non-threatening and safe. Other responsibilities include working from multiple sites, community development work, membership of local youth networks, program development and implementation, secondary consultation and community education. The client group is made up of voluntary and involuntary young people aged between 12 and 25 years with an expected target of 75 episodes of care per annum for a full time employee.

### **Position Objectives**

The principle of harm minimization is fundamental to the approach of funded drug treatment services. Harm minimization focuses on reducing the harm to both the individual and society from alcohol and drugs.

- The role will need to deliver 75 episodes of care per annum (pro rate for part time employees)

- Services must ensure continuity of care for clients through an appropriate case management process.
- Provide education and information relating to alcohol and drug issues which will enhance prevention and harm minimisation.
- Provide family centric service by assisting, where possible, with the family to access support as needed.
- Operate under age, gender and culturally sensitive protocols in relation to client care.

### **Key Duties**

- Undertake assessments, provide case management, crisis intervention, outreach, advocacy and supported referral to young people presenting with problematic substance abuse issues.
- Work within harm minimization framework to reduce the risks associated with alcohol and other drugs to young people.
- Provide assessment, support, and case management on an outreach basis to young people in their own environment.
- Maximize flexibility in treatment and support services so that, where possible and appropriate, young people can maintain their current environment with minimal disruption to themselves and others.
- Where services are offered to young people, the outreach worker should ensure that programs are tailored to their needs, are accessible, have flexible hours, work closely with young person's family group, and built strong links with other relevant agencies and government departments.
- Actively participate in developing and implementing innovative models of service delivery in response to client needs.
- Offer an outreach service to clients where access to the centre is difficult or the type of service is best delivered off site.
- Provide initial support and further referrals to family members and friends of young people with problematic substance abuse issues.
- Provide secondary consultation and training and education/ information sessions in relation to alcohol and other drug issues.
- Participate in the development and delivery of a peer support program and other group programs and activities in schools and the community.
- Advocate on behalf of clients to ensure appropriate service delivery to meet their identified needs.
- Liaise and consult with relevant government bodies and community agencies and develop inter-service networks and linkages to ensure appropriate and coordinated ongoing case coordination and referral processes.

### **Networking:**

- Develop and maintain community support networks.
- Liaise with other relevant service providers, for referral, consultation, monitoring and review.
- Develop programs and interventions to address the needs of the client group.

### **Administration**

Maintain a high standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes:

- Data entry & relevant reporting is accurate and up-to-date within reporting time frames.
- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.
- Maintain statistics and data as required by the funding body and organisation of each individual client.

### **Professional Development:**

- Develop an annual Performance Plan with your Manager. Identify one's own development needs and attend relevant training, as approved by manager.
- Participate in regular individual and group clinical supervision.
- Participate in case management practices with other professionals.
- Participate in regular Team meetings as scheduled.

### **Qualifications**

- Certificate iv in AOD essential.
- An undergraduate degree in youth work, social work or counselling would be highly regarded.

### **Skills and Experience (Key selection criteria)**

1. Demonstrated experience of at least 2 years in case managing young people and understanding problematic substance abuse issues including Dual Diagnosis.
2. Demonstrated knowledge of alcohol and other drugs service provision to young people.
3. Demonstrated knowledge of the psychosocial issues affecting young people with problematic substance abuse.



4. An interpersonal style that fosters the well being of the young people that access TaskForce services.
5. Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
6. Excellent administration skills including developing case plans, professional case noting, writing reports and effective time management skills.
7. An understanding of Child First and Child Protection services.
8. Capacity to work within an Outreach model of service delivery.

**TERMS AND CONDITIONS**

- The position is for a contract period ending 30 June 2022 with the opportunity to extend this, subject to the continued availability of funding.
- The position is subject to a six month probation period.
- The position is part time.
- The incumbent will be provided with a mobile phone and access to the use of a vehicle for business travel.
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations.
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Hold a Current Driver's License and remains current in their First Aid and CPR knowledge.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow TaskForces' codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

**This position description is accepted by:**

Job Holder ..... Date / /