Job Title: Drug and Alcohol Worker
Program: The Lyndon Withdrawal Unit
Location: Bloomfield Campus
Salary Range/Award: Social, Community Home Care & Disability Services Industry Award 2010
Position Type: Casual
Responsible To: Program Manager

Program Description

The Lyndon Community Withdrawal Unit

The Lyndon Community is a non-government organisation providing alcohol and other drug treatment in residential and non-residential programs. The Lyndon Community provides a range of treatment and workforce and sector development services and activities through funded programs and service level partnerships. They are:

- The Lyndon Residential Rehabilitation Program, based in Canowindra is a residential rehabilitation service for alcohol and drug dependent people.
- The Lyndon Withdrawal Unit based in Orange, provides residential medical detoxification services for alcohol and illicit drugs.
- The Lyndon Outreach Service has a home base in Orange, providing outreach programs to central western NSW, including group work, community and service development and individual counselling.
- The Lyndon Community coordinates and supports the operations of the Murdi Paaki Drug and Alcohol Network (MPDAN) which aims to improve the delivery of drug and alcohol services to Aboriginal people living in the north and west of NSW through a partnership arrangement between Aboriginal Community Controlled Health Services, The Lyndon Community and government health services.
- The Lyndon Research Program conducts practice-based research to inform health service models, monitor clinical services and client outcomes; and identify trends in service delivery demand and supply.
- Wandarma Aboriginal Drug and Alcohol Service provides outreach and office based drug and alcohol services and programs and supports the capacity of Aboriginal people, families and Communities and services in Bega, Eden, Merimbula, Wallaga Lake and the surrounding region to respond to the harms caused by drug and alcohol use.

The Lyndon Community is constituted as a public company limited by guarantee and is governed by a voluntary Board of Directors. The Board is responsible for setting the strategic and policy direction of the organisation and has responsibilities in financial and fiduciary oversight. The Board understands and strives towards the principles of good governance for the organisation. The organisation has become increasingly complex through the range of services and a function provided and is recognised now as a major service provider in western NSW as well as having a national profile through its clinical leadership and development activities.

Job Description

- Summary of the broad purpose of the positions in relation to the organisation’s goals.

Drug and Alcohol Worker will provide direct assistance and support to clients undergoing Alcohol and other Drug withdrawal within an evidence based framework to ensure excellence in health care. This will include completing the admission process, daily tasks on the floor and facilitating group work and client
activities. Work a 24/7 rotating roster.

- Reporting/Working Relationships
- Reports to Program Manager
- Works in collaboration with the RNs and Drug and Alcohol Caseworker

3. Statement of Key Responsibilities

Overall Responsibilities:
- Ensure the day to day operations of the LWU meets the clients basic physical and emotional needs
- Complete the admission process with clients entering the service
- To communicate effectively and work as a member of a multidisciplinary team
- Use the Lyndon electronic Client Management System (CMS) to maintain accurate and up to date client records.
- To participate in clinical supervision as required
- To provide orientation for less experienced staff as required.
- Contribute to the provision of a safe and supportive working environment for staff and clients in the execution of the duties
- Facilitate group programs in collaboration with the Drug and Alcohol Caseworker

Client Welfare
- Provide support to clients and their significant others/where necessary
- Respond appropriately to clients in crisis situations
- Liaise with other team members and external service providers as appropriate

Policy and Planning
- Assist the Lyndon Withdrawal Program Manager in the development and implementation of programs, policies, and procedures, as directed.

Teamwork and Agency Development
- Provide peer support to and share expertise with other staff members
- Actively contribute to staff meetings and training sessions.
- Contribute to the development, implementation and evaluation of the service/QIC

Data Collection and Evaluation
- Maintain client files, case notes and other documentation in a timely and legible manner

Other Responsibilities
- Ensure that all work areas are maintained in a safe, clean and tidy manner
- Maintain the ethical standards of the Lyndon community as per the Code of Conduct.
- Complete routine administrative duties (e.g. vehicle logs, maintenance requests)
- Any other duties, not inconsistent with work role, as negotiated with the Lyndon Withdrawal Unit Program Manager

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<td><strong>Essential:</strong></td>
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<td><strong>Educational/Vocational Qualifications</strong></td>
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<td>- Minimum Certificate IV in Community Services Work or equivalent.</td>
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<td>- Current driver’s license</td>
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**Service Provision** |
- Demonstrated capacity to motivate and encourage clients in detox in a positive manner.
- Capacity for flexibility and self-direction in organising and managing workload as well as ability to prioritise tasks effectively to manage client service delivery within a changing environment
- Demonstrated ability to work within a multidisciplinary team.
- Demonstrated knowledge of the current approaches in drug and alcohol treatment.
- Demonstrated understanding of and empathy for the issues confronting people with substance abuse issues.

**Communication Skills**
- Proven high level interpersonal, verbal and written communication skills
- Demonstrated ability to use computer programs.
- Demonstrated problem solving skills

**Desirable:**
- Understanding of the non-government, non-profit sector.
- Experience drug and alcohol residential and/or non-residential services

**Salary and Conditions**
This is a salaried position in accordance with the Social, Community Home Care & Disability Services Industry Award 2010. Salary packaging is offered through the organisation's salary packaging provider.

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_____________________________  _____________________  _____________
Name of Employee            Signature           Date

_____________________________  _____________________  _____________
Program Manager             Signature           Date
INFORMATION FOR APPLICANTS

The information contained in this brochure has been prepared to provide assistance in preparing applications for vacant positions with The Lyndon Community.

Prior to completing your application you should read this information to gain an understanding of the selection process and the basis for the appointment of successful applicants.

Please refer to our Checklist for Applicants before submitting your application.

Successful applicants will undergo a Working With Children Check and a Criminal Record Check.

APPLICANT CHECKLIST

Remember you know everything about you, the selection panel knows nothing about you so you need to tell us everything you know about you that will help you to get an interview.

Have you clearly shown?
- the position name
- your name and address
- a daytime contact telephone number

Have you attached?
- a covering letter stating how you meet the **essential and desirable criteria** (using each criteria as a heading)
- your resume

Have you:
- included the name and contact numbers of two work related referees
- signed and dated your application
- kept a copy of your application

**Applications should be marked**: ‘Private and Confidential’

**And addressed to**: Program Manager
The Lyndon Withdrawal Unit
P.O Box 9374
ORANGE EAST NSW 2800

**Phone**: 02 6362 5444          **Mobile**: 0429 307 708          **Facsimile**: 02 6361 1938
**Email**: mcampbell@lyndoncommunity.org.au
COMPLETING THE APPLICATION

HOW DO I APPLY?

All applications must be in writing. As your application determines whether you will get an interview you need to show the Selection Committee that you have the knowledge, skills, experience and ability to do the job. You should take the following steps when preparing your application:

1. **Read the selection criteria**
   Read the advertisement and other relevant material closely as it includes a description of the position, the requirements and the selection criteria.

2. **Write a covering letter**
   Your letter should:
   - state the position title;
   - make clear, concise statements addressing how you satisfy each of the essential and desirable selection criteria. Describe how your skills, qualifications, abilities and training are relevant, whether essential or desirable. Consideration for interview is based on you demonstrating that you meet all of the essential criteria for the position;
   - be signed by you.

   Applicants who do not address the essential and desirable criteria may not be called for interview

3. **Attach your resume**
   Your resume should provide details of:
   - your employment history. You should provide a brief description of your duties and responsibilities for each position;
   - your skills i.e. Counselling, Group Facilitation, Customer Relations, Administrative, Financial etc;
   - your education. You should state the name of courses, training providers and completion dates. (Be sure to include any current studies);
   - your referees. Include the name and current phone numbers of at least two referees who can comment on your work performance, preferably someone who has supervised you in the last 12 months. Your referees should be pre-alerted to your application for the position prior to interview;
   - your contact details. Include your full name, address and current contact number during work hours. Any copies of any other relevant documentation.

5. **Send your application**
   Ensure that your application reaches the address specified in the advertisement by **5.00pm on the stated closing date.** Late applications may only be accepted if notification is given and accepted.

When posting your application it should be addressed as follows:

‘Private & Confidential’
Program Manager
The Lyndon Withdrawal Unit
PO Box 9374
ORANGE EAST NSW 2800