The Lyndon Community
Outreach Service

The Lyndon Community is a non-government organisation providing alcohol and other drug treatment by way of 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

1. Summary of the broad purpose of the positions in relation to the organisation’s goals.
The Alcohol and other drugs counsellors will work with the Program Manager in the day to day operations of the team in accordance with the Statement of Key Responsibilities. Working in a small team will require the developing and maintaining team cohesion and this will be an important aspect of all team members. The counsellor positions also carry a small counselling case management load. The Outreach position requires considerable data collection, report writing and accountability responsibilities to The Lyndon Community and the Commonwealth Department of Health and Ageing and all team members will support the Program Director in this area.

2. Reporting/Working Relationships:
   - The Drug and Alcohol Case Worker will report to the Outreach Program Manager
   - The Program Manager will provide supervision to the Outreach counselling staff
   - External clinical supervision will be available to all the Outreach staff

3. Statement of Key Responsibilities:
   - Participate in all aspects of the Outreach project and assist the Program Manager in the establishment, promotion and ongoing management of the Service
   - To work as a member of a team in the establishment of the Outreach project as per the performance agreement with the Commonwealth Department of Health and Ageing CDHA
   - Provide group and individual counselling utilising a variety of intervention methods
   - Provide Community and Service Provider Education
   - Provide community development, prevention and early intervention programs
   - Monitor and evaluate the effectiveness of individual counselling, group work and other activities
   - Use the Lyndon electronic Client Management System (CMS) to maintain accurate and up to date client records.
   - To provide feedback to the Outreach Program Manager on the implementation and maintenance of the various Outreach programs
   - Assist with the collection, collation and provision of data in line with the key service requirements of the Funding and Performance Agreement with the CDHA
   - Attend all scheduled staff meetings to overview the implementation, effectiveness and ongoing activities of Outreach and review progress against the objectives in the Performance Agreement with the CDHA
   - To participate at least once monthly in supervision
   - Contribute to the Lyndon Community policy development, planning, monitoring and evaluation of the programs, staff development and quality assurance
   - Contribute to the management of a safe and supportive working environment for staff and clients in the execution of the various clinical and non-clinical responsibilities assigned to them
   - Provide support and limited supervision to students on placement

Selection Criteria

Essential:

**Educational/Vocational Qualifications**
- Tertiary qualification in an AOD field, or approved welfare/psychology equivalent.

**Personal Abilities, Aptitudes and Skills** (Related to the job description, and expressed in a way which allows objective assessment)
- Ability to work within a small team of people.
- High level of facilitation and presentation skills
- Demonstrated solid understanding of drug and alcohol treatment issues particularly in an outreach setting
- High level of interpersonal, verbal and written communication skills, including report writing.
- Experience with individual and group counseling
- Demonstrated capacity to work as part of a larger staff team in similar positions
- Demonstrated capacity to be motivated and to motivate other members of a team
- Ability to work with a broad and diverse range of people including professionals, treatment agencies, government and non-government organisations and policy makers
- High level of problem solving skills and proficient in strategies and systems management
- Capacity to motivate and encourage clients in recovery, in a positive manner
- Capacity for flexibility and self direction in organising and managing workloads
- High level of computer literacy, knowledge and operation
- Current driver’s license

**Experience**

- In all aspects of AOD treatment service delivery
- In planning and implementing significant drug treatment programs in a non-residential setting
- In supervisory/organisational skills of a high level with successful outcomes, especially in small team situations
- Background in individual and group counselling

**Other Details**

- Ability to commence duties within one month of selection.

**Salary and Conditions**

This is a salaried position and will be negotiated based on the relevant experience and qualifications applicable to the role. Salary packaging is offered through the organisation’s salary packaging provider. All other conditions are in accordance with the Social, Community Home Care & Disability Services Industry Award 2010.
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
Lyndon Outreach Service
P.O Box 9374
ORANGE EAST NSW 2800

Phone: 02 6369 1566 Mobile: 0409 680 523 Facsimile: 63617400
Email: mwarn@lyndon.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.

4. 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. If your application is going to be late, contact the Program Manager on **0429 307 708** by the closing date.

When posting your application it should be addressed as follows:

‘Private & Confidential'
Program Manager
Lyndon Outreach Service
P.O Box 9374
ORANGE EAST NSW 2800