

Position Description

Needle Syringe Support Volunteer

Reporting to	Team Leader, Alcohol and Drug Team
Accountable to	Volunteer Program Coordinator, General Manager
Location	23 Lennox Street Richmond
Day/Hours	6-8 hours per week, over a minimum 2-3 days
Date issued	July 2016

Organisation Profile

North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant.

Our community health centre in Richmond provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.

The Alcohol and Drug (AOD) program of NRCH purpose is to reduce the harms associated with substance use in the community by employing a range of strategies with both the individual, the drug using community and the broader north Richmond community. The AOD program utilises harm minimisation strategies and provides needle syringe equipment, AOD information, brief interventions and health promotion. It also works to support individuals enter the broader Alcohol and Drug service system.

Position Objective

The purpose of the position is to support staff that provide harm minimisation education and equipment to people who inject drug (PWID) to reduce the risks of illicit drug use and improve their health and well-being, operating in accordance with best AOD practice.

The position will contribute to the achievements of the organisation's strategic directions.

Position Description

Needle Syringe Support Volunteer

Key Responsibilities

Needle Syringe

- Assist with packing and storing appropriate injecting equipment for the Needle Syringe Program
- Assist in refilling the Secure Dispensing Unit when required
- Assist in maintaining needle syringe stock levels; and other resources
- Participate in needle/syringe retrievals and discarded equipment.
- Record and document work as required.

Alcohol and Drug Program – general duties

- Participate in program/service development and evaluation
- Carry out other duties as requested by management.

Key Selection Criteria

Role Specific competencies

- An understanding of harm minimisation policy, in particular, harm reduction in relation to health and illicit drug use issues.
- Experience in following instructions and an eye for detail.
- Good interpersonal skills and the ability to communicate effectively with people from diverse cultural and social backgrounds.
- Ability to multi task, prioritise effectively and achieve quality outcomes in a busy, client focused environment.
- Ability to work as part of a team as well as independently with minimal supervision.

Qualifications \ Registration requirements

- Certificate IV Alcohol and Drugs desirable
- The successful applicant will be required to undergo a National Police Check

Internal Training Requirements

Topic	Timeframe for completion
Induction	3 months
Foundations of Culturally Competent Practice	6 months

Other Conditions

All volunteers of North Richmond Community Health Ltd are required to follow common conditions:

- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the AoD Team Leader as soon as possible.
- Due to the resources required for training it is preferable that prospective volunteers commit to NRCH for at least a period of three months or more.
- All position descriptions are open to periodic review by Management in consultation with volunteer staff concerned.
- The successful applicant may be required to perform other duties as directed, in accordance with training, skills and experience.
- NRCHL provides a smoke-free environment, including within vehicles.

For additional conditions which cover all staff of the Organisation please refer to the NRCHL Policy and Procedures Manual in particular the Volunteer Coordination Program Policy and Code of Conduct.

Further Information

For enquiries relating to this position, contact:

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www.nrch.com.au