

Position Description

Alcohol & other Drug (AOD) Program Support Volunteer

Reporting to	AoD Outreach Worker
Accountable to	Volunteer Program Coordinator, CEO
Location	23 Lennox Street, Richmond, 3121
Days/Hours	4-8 hours per week, by negotiation
Date issued	September 2018

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, harm reduction and community services to people 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.

Alcohol and other Drug (AOD) Program

The AOD program operates within a harm minimisation policy framework and employs harm reduction strategies to reduce the risks of illicit drug use and harmful alcohol use among individuals, the drug using community and the broader north Richmond community. AOD program comprises a team of multi-disciplinary practitioners to engage clients, provide brief interventions, deliver Needle Syringe Program (NSP) and health promotion activities on safer drug use and safer sex education, AOD information and relapse prevention; assist individuals, where appropriate and on request, to access treatment and other services within the broader Alcohol and Drug service system. The AOD program supports access to Victoria's first medically supervised injecting room (MSIR).

Position Objective

The purpose of the position is to support operations of the AOD Program and staff who work within a harm minimisation policy framework to deliver services to people who inject drugs (PWID) to improve their health and well-being. The AOD Program operates in accordance with best practice. **This role does not involve client contact.**

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

Position Description

AOD Program Support Volunteer

Key Responsibilities

Support the role of staff and the operations of the AOD Program.

AOD - Needle and Syringe Program

- Assist with packing and storing of needles/syringes and other injecting equipment for the Needle & Syringe Program.
- Assist in refilling the Secure Dispensing Unit (SDU) when required.
- Assist in maintaining needle and syringe stock levels.
- Maintain client resource directory.
- Participate in needle and syringe retrievals when required.
- Record and document work as required.

AOD - General Duties

- Participate in program development and evaluation including data collation.
- Participate in event planning.
- Assist in development of resources including graphic design.
- Assist in the distribution of donated food and other items.
- Other general and administrative duties as requested.

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.
- Able to follow direction and with an eye for detail.
- Ability to multi-task, prioritise effectively and achieve quality outcomes alongside a dynamic AOD team.
- Ability to work as part of a team as well as independently with minimal supervision.
- Good interpersonal skills and the ability to communicate effectively with people from diverse cultural and social backgrounds.

Qualifications / Registration

- Certificate IV in Alcohol and Other 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 Outreach Worker 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:

Selma Sali | Volunteer Program Coordinator | 9418 9893 | selmas@nrch.com.au | www.nrch.com.au