



Ngoonbi Community Services Indigenous Corporation

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POSITION DESCRIPTION

POSITION TITLE	AOD Team Leader
REPORTS TO	Program Coordinator
AWARD	Aboriginal Community Controlled Health Services Award
CLASSIFICATION	Grade 4

POSITION SUMMARY

- Ngoonbi has been funded to provide culturally responsive Alcohol and other Drug (AOD) services to facilitate the Education, Healing, Treatment, Recovery of Indigenous adults (18+ years) and their families in the Kuranda, Mantaka, Kowrowa, Koah, Mona Mona and surrounding districts
- The Alcohol and Other Drugs Team Leader (AODTL) position is an Identified position as there is a genuine occupational requirement for the position be filled by an Aboriginal and/or Torres Strait Islander person, as permitted by and arguable under Section 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991)
- The AODTL is to oversee the delivery of service (NAODS), providing quality supervision of the daily operations, overseeing the NAODS team comprising of AOD Support Workers in meeting the NAODS service deliverables
- The Alcohol and Other Drugs Team Leader (AODTL) reports to the Programs Coordinator.

POSITION RESPONSIBILITIES

- Ensures the implementation of a culturally responsive and timely AOD service within the Kuranda, Mantaka, Kowrowa, Koah, Mona Mona and surrounding districts Indigenous community
- Provides quality supervision to the NAODS team comprising of AOD Support Workers ie. team communication, cohesiveness and responsiveness in meeting the needs of the Indigenous community in the area of NAODS
- Ensures and facilitates the delivery of individual, family and group support, follow up and post treatment relapse by way of onsite case support and by internal and external referrals to services
- Ensures the delivery of culturally responsive one-on-one case management, brief intervention, promotion and prevention, motivational interviewing and access to treatment modalities as required.
- Provides leadership and ensures the timely delivery of NAODS/Social and Emotional Wellbeing (SEWB) events and activities as per Action Plan/Timeline
- Ensures access to a range of evidence-based and culturally sensitive AOD services
- Progresses the NAOD Service model and intended outcomes of the Ngoonbi AOD Service which enables access and continuity of care for AOD users to facilitate client and family harm minimization
- Facilitates/supports NAODS Clients to access local Primary Health Care Services, Natural therapies, GPs, Detox, Dental, Mental Health counselling, Rehabilitation, Sexual Health, and

- other relevant services to ensure clients annual health check and receiving annual dental care and other health related checks towards improving individual client health
- Ensures that Ngoonbi AOD services are culturally sensitive and responsive services with Carer and family consent
- Assists in facilitating the development of a culturally informed and evidence based model of AOD workforce
- Provides client screening using the Indigenous Risk Impact Screening (IRIS) tool and other tools
- Facilitate care-coordination and post treatment support and relapse prevention
- Address and facilitate harm reduction for individuals, families and communities
- Work collaboratively with the local Primary Health Care, government and non-government sectors to progress the NAOD model of service
- Collaborate with other agencies and Ngoonbi programs to promote a Cultural Social Emotional Wellbeing approach to coordinated client care that engages other relevant agencies expertise and capabilities.
- Map all relevant AOD services, visit AOD services in order to develop referral pathways for clients to access
- Deliver Program events including; 2x Healing events, 2x Action Against Ice events and a Community Forum, 1 x Traditional Healing Camp, Fortnightly Women's and Men's groups, CSWEB program training, Aboriginal Mental Health First Aid Manual and Training
- Ensure that the AOD team receive training in AOD, Indigenous Risk Impact Screening (IRIS), Stay Strong app, AOD mentoring
- Work in partnership with local agencies and Qld Drug Services, QAIHC, Qld Health, Mareeba AOD, Aboriginal AOD workers, Qld Aboriginal AOD.

Reporting, Client Records and Data Collection Functions

- Ensure and maintain proper client records at all times (including case notes and case management plans) ensuring that all client information and associated data is entered into Ngoonbi's electronic information systems in a timely fashion into MIMASO (data system)
- Participate in service evaluations/reviews (including data collection) as required
- Provide appropriate written/verbal reports to the Program Coordinator as requested and for monthly Board reports due on the second week of the month.
- Participate in and contribute to the organisation's Quality Management System

Networking and Communication Functions

- Communicate effectively in the workplace with staff and clients.
- Liaise with other external services, government and non-government agencies to ensure that client needs are met and case management plans are progressed appropriately
- Attend external sector network meetings as required ie. Kuranda Interagency Meetings
- Act as a source of information, advice and guidance to other staff members as required

Health & Safety Functions

- Ensure hazardous situations are minimised and/or dealt with proficiently
- Keep office in a clean and tidy manner

POSITION REQUIREMENTS

Skills & Knowledge

- Working knowledge of statutory requirements relevant to the workplace;
- Sound knowledge of procedural/operational methods relevant to the workplace;
- Ability to develop and maintain respectful and productive relationships in a culturally sensitive environment;
- Sound knowledge of social and cultural issues affecting indigenous communities.

Qualifications & Experience

- Relevant qualification such as a Diploma in Community Services or similar type or a willingness to obtain
- Food Hygiene Level 2 Certificate;
- Current open C class driver's licence;
- Current Driver's Authorisation
- Current First Aid and CPR or willingness to obtain;
- National Police Check;
- Current Blue Card (working with Children) or ability to obtain;

Organisational relationship

- Work under general supervision by the NAODS Coordinator
- Operate as a supervisory leader and member of a team;
- Supervise other employees
- Liaise with other Coordinators as directed;
- Engaging external parties such as suppliers.

Extent of Authority

- Freedom to act within defined established practices;
- Refer to procedures, documented methods and instructions to solve problems;
- Work within established guidelines, policies and procedures;
- Ability to continuously improve processes and systems with approval of the NAODS Coordinator

WORK HEALTH & SAFETY

- Ngonbi employees are required to abide by the Work Health & Safety Act 2011 (QLD) and Ngonbi's WH&S Policy and Procedures. All employees are responsible for ensuring the safety of themselves and others while at work and must:
- Actively participate in reducing risk in the workplace;
- Follow safe working procedures and perform all tasks in a safe manner;
- Report all incidents, accidents and potential hazards in the workplace as soon as possible;
- Attend and actively participate in WH&S meetings and training events where required.