



Murray Valley Aboriginal Cooperative was established in 1974 with the aim to provide Health, Housing and Child Care / Education to our Community. MVAC is now the largest service provider in Robinvale and welcomes you to apply for this position.

MVAC is a Child Safe Organisation embedding a high level of commitment to the Child Safe Standards throughout our organisation. Compliance with the legislation and regulations is a mandatory requirement for all staff members.

Position Title	AOD Support Worker
Program	
Team	Social Wellbeing Team
Cost Centre	AOD Worker - DFFH
Classification – Full or Part-time (%)	0.8 FTE (28 hours per week)
Scope or Purpose of Position	<p>The AOD (Alcohol and Other Drugs) Support Worker provides high quality case management support using an assertive outreach model of care to clients of the Robinvale community who require support related to alcohol and other drugs. This position works alongside and/or in collaboration with SEWB programs, Health Practice, and Mental Health Clinician providing a key role in the intake and support management functions.</p> <p>The role responds to the needs the client, by means of assessment, intervention and support needs identified by the client in a cultural appropriate manner, using the strength-based client recovery focussed approach.</p> <p>This role ensures efficient and organised client support, facilitating access to both internal program support and external alcohol and other drug services, assessing local demand, identifies existing services, addresses service gaps, and advocating as needed.</p> <p>You will be part of the Social Wellbeing Team, this includes the Time Out Service, Counselling, HACC/CHSP Home and Community Care/Commonwealth Home Support Program, First Nations Program for Younger People, Elder Care Support and SEWB Social Emotional Wellbeing Program.</p> <p>The AOD Support Worker demonstrates the following attributes:</p> <ul style="list-style-type: none">• Able to build meaningful trusting relationships with community

	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Person-centred care • Trauma-informed practice • Experience working with individuals in the alcohol and other drugs area
Contractual Employment Period	<p>Twelve months. Ongoing employment is dependent upon funding.</p> <p>All positions at MVAC are subject to funding and the satisfactory completion of the probation period.</p>
Time Fraction Per Week	<p>Full-time employees will work 34 hours per week over a 52-week year, and between the following weekly operating hours:</p> <p>Monday – Thursday: 9:00am – 5:00pm.</p> <p>Friday: 9:00am – 4:00pm.</p> <p>Closed Weekends, and National or Victorian Public Holidays.</p> <p>Breaks:</p> <ul style="list-style-type: none"> - 1-hour unpaid meal break if working for more than 5 hours. - 10 minutes each for morning and afternoon tea if working for every 4 hours. <p><i>Note: An employee may be requested to work hours outside the above times but may also have the right to refuse such request depending on the situation. Any excess hours maybe recognised by TOIL or direct payments, but not until it has been authorised by the CEO only.</i></p>
Child Safety	<p>MVAC aims to ensure the safety and well-being of children and youth throughout our organisation in line with Child Safe Standards. In order to achieve this, MVAC has implemented all necessary legislative, regulatory requirements and guidelines pertaining to child safety at all levels of operation through policies and procedures.</p> <p>Management responsibility:</p> <p>Prioritises the wellbeing and safety of children and young people.</p> <p>Regularly review the 11 Child Safe Standards at the staff meeting level.</p> <p>Staff and volunteer responsibilities:</p> <p>Prioritises the wellbeing and safety of children and young people.</p> <p>Implement and apply MVAC child wellbeing and safety policies and procedures.</p> <p>Speak up about child safety.</p>
Award	<p>Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010</p> <p>SCHCADS Level 3 plus superannuation</p>
Salary or Compensation	TBD based on experience and qualifications

Rate (including superannuation)	<i>Note: Salary or compensation rates and conditions will be reviewed and considered at the annual performance review session only; notwithstanding any due increases in the respective over-riding award any or all adjustments in compensation conditions lies with the CEO, MVAC only, and no other agent of MVAC including the Direct Performance Reviewer.</i>
Salary Packaging Rights (if allowed)	Available
Required Pre-Employment Conditions or Screening Checks	<p>All MVAC employees, prior to any appointment, are required to obtain or hold a current police check (no older than three months before application) and maintain:</p> <ul style="list-style-type: none"> - <i>A Working with Children Check. For more information: www.justice.vic.gov.au/workingwithchildren/</i> - <i>Current unrestricted manual drivers' licence</i> - <i>Police Check (current, no more than three-months before application)</i> - <i>Current First Aid Certificate (code finishing in 0003 or greater)</i> - <i>Any other status deemed necessary for the position, for example, nursing qualifications, etc</i> <p><i>Note: MVAC will assist all employees during their term of employment to hold a current status or stay current for above conditions.</i></p>
Primary Position Location	MVAC Offices, 87 Latje Road, Robinvale
Secondary Locations (If any)	MVAC office locations and outreach
Probation Period	<p>Usually six months after initial appointment; it can be deemed shorter at the discretion of the CEO only.</p> <p>During any probation period there will be two reviews undertaken; one approximately mid-way, and another two weeks before end of probation period. At this stage the employee will pass their probation or have their probation period extended or their contract of service terminated.</p> <p>Post-probation the employee will may become full-time (or part-time) employee for the term of their contract, noting the funding and service agreement is a consideration.</p>
Reporting relationships	This position reports to Manager Healthy Ageing and Social Wellbeing for day-to-day tasks and responsibilities.
Secondary Reports to	HACC/CHSP and / or Elder Care Support Coordinator
Performance	Once an employee has had their contract of service confirmed and/or post the completion of the probation period there is usually a number of three-monthly

Review Timing	performance / staff development reviews undertaken until the contract of service is completed or a new contract of service is renegotiated. This will include an annual performance review 12-months post successfully completing the six-month probationary period.
Direct Performance Reviewer	Manager Healthy Ageing and Social Wellbeing
Secondary Performance Reviewer (if any)	Executive Director of Programs
End of Contract	An end of contract can be deemed to have happened if the employee has resigned, retired, been terminated due to a breach of certain MVAC policies and/or National or State legislations, or for other specific reasons stated in the contract of service. In some cases compensation maybe granted for an early completion of a contract of services.
Daily Line Responsibilities (Positions)	N/A
Line Performance Review Responsibilities	N/A
Primary Legislation Position Operates Under	<ul style="list-style-type: none"> • Aged Care Act 2024 • Aged Care Act 1997 • Aged Care Quality and Safety Commission Act 2018 • Charter of Human Rights and Responsibilities Act 2006 (Vic) • Child Wellbeing and Safety Act 2005 (Vic) • Child Wellbeing and Safety Regulations 2017 • Information Privacy Act 2000 (Vic) • Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic) • Worker Screening Act 2020 (Vic) • Fair Work Act 2009 • Human Rights and Equal Opportunity Commission Act 1996 • Racial Discrimination Act 1975 • Sex Discrimination Act 1984 • Occupational Health and Safety Act 2004 (Vic)

	<ul style="list-style-type: none"> Occupational Health and Safety Regulations 2017 Worker Screening Act 2020 (Vic)
Secondary Legislation or Polices Position Operates Under	<ul style="list-style-type: none"> Children, Youth and Families Act 2005 (Vic) Crimes Amendment (Grooming) Act 2014 (Vic) Crimes Amendment (Protection of Children) Act 2014 (Vic) Education and Care Services National Law Act 2010 Family Violence Protection Act 2008 (Vic)
Key Internal Relationships	<ul style="list-style-type: none"> Healthy Aging Team members Time Out Service Aboriginal Health Practitioner and Health Transport Social Emotional Wellbeing Team members Executive Business Manager
Key External Relationships	<ul style="list-style-type: none"> External contractors Mildura Base Public Hospital Mental Health and Wellbeing Local Mallee District Aboriginal Services National Aboriginal Community Controlled Health Organisation (NACCHO) Ouyen Mallee Tracks Robinvale District Health Services Sunraysia Community Health Services Victorian Aboriginal Community Controlled Health Organisation (VACCHO)
Key responsibilities	<ol style="list-style-type: none"> Intake Processes <ul style="list-style-type: none"> Participate and attend all meetings regarding intake and referrals – particularly in regards to cultural issues and identifying specific needs As needed, provide outreach support to clients In collaboration with the Mental Health Clinician, complete mental health assessments as per best practice standards Case Management and direct client support <ul style="list-style-type: none"> Assist clients in the development and implementation of a well-being care plan tailored to the client's needs and circumstances Participate in case planning and review meetings regarding clients including formal and informal meetings and discussions Acts as a liaison, client advocate for the ATSI clients Referrals <ul style="list-style-type: none"> Provide referrals to appropriate services as required or agreed Seek and stay informed with the appropriate referral pathways for external AOD and rehabilitation services Liaise with the MVAC Health Service Team and support adult health checks for clients

	<p>4. Diversion</p> <ul style="list-style-type: none"> • Work with relevant wrap around services to plan and develop group programs aimed at providing diversion from substance abuse to community members e.g. youth cultural groups, men's groups, cultural awareness camps, D & A-free camping trips, etc • Arrange necessary courses in Robinvale for justice/substance abuse clients, as part of the diversionary program • Link in with the existing men's groups in Robinvale and ensure new clients join in the group activities
<p>Key duties</p>	<p>Professional daily duties</p> <ul style="list-style-type: none"> • Participate in case management and service coordination practices with other internal and external relevant treatment services • Active community outreach to promote alcohol and other drugs services, identify and engage with potential clients • Support clients to identify goals and needs to ensure they get the appropriate level of care and services which can include referrals to other specialised services and support • Support client's alcohol and other drugs needs through internal and external referral processes • Provides support to enable client access to appointments • Continuously review and enhance the role • Ability or willingness to learn how to enter data and reporting • Accounting appropriately for expenses and applying funding guidelines • Maintain high quality case files and related data recording as per program requirements <p>Staff Meetings</p> <ul style="list-style-type: none"> • Attend MVAC regular or informal manager or staff meetings and activities including NAIDOC and other related ceremonial / community events <p>Other Duties</p> <ul style="list-style-type: none"> • Other duties as directed by the Program Manager or Corporate Business Manager consistent with the overall goals and responsibilities of this position • Under the direction and support of the HR / OHS Manager provide appropriate staff development opportunities, including workshops and seminars for MVAC employees <p>Performance and Accountability Requirements</p> <ul style="list-style-type: none"> • Adherence to organisational goals, objectives, Policy and Procedures • Be a team leader and/or mentor to other Social Wellbeing team members, and as required take on performance review duties and activities. <p>Continuous Quality Improvement & Risk Management</p> <ul style="list-style-type: none"> • Commit to providing quality service through taking personal responsibility for adhering to current standards of practice.

	<ul style="list-style-type: none"> • Participate in external review requirements such as accreditation and risk management to enhance continuous quality improvement • Maintain professional and individual accreditation for the position, and the duties within that position, including any annual CPD requirements
Key accountabilities	<ul style="list-style-type: none"> • Maintaining an awareness of Community, provide direct services including assessment, planning and delivery • Data entry and data management, including Communicare • Work cooperatively and effectively within a multidisciplinary team and with clients, their families/carers, and other involved stakeholders • Identify opportunities to integrate and work collaboratively across teams • Contribute to maintaining a safe work place that values the health and safety of co-workers, clients and stakeholders • Prepare (individually or jointly) any internal or external monthly or quarterly client, funding or program-based reports, as for the position or any team leadership duties • As required debriefing with MVAC SEWB and Health Practice • Maintain and adopt sound and acceptable OHS standards and practices for individual, team and other persons in or around the workplace • Take reasonable care for your own health and safety, and health and safety of others • Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people • Cooperate with strategies to actively ensure the safety, protection and well-being of children
Key Selection Criteria	<ul style="list-style-type: none"> • Experience in providing services to persons requiring support with their relationship with alcohol and other drugs • Excellent and strong relationships with the local Robinvale Aboriginal and Torres Strait Islander community • Strong communication and interpersonal skills • High level written and verbal skills • Demonstrated ability to build trust • Demonstrated understanding of the principles of person centred and trauma informed practice • Good record keeping and time management skills • Proven ability to work respectfully and compassionately with people and families experiencing issues related to alcohol and other drug use
Qualifications and experience	<ul style="list-style-type: none"> • Minimum qualification Certificate IV in Alcohol and Other Drugs or Diploma level of counselling, Mental Health, Alcohol and Other Drugs, or Family Therapy
Essential Personal Qualities	<ul style="list-style-type: none"> • Good communication and interpersonal skills with the ability to build trust in the community • Demonstrated experience working unsupervised and as part of a team • Cultural sensitivity • Knowledge or willingness to learn of local Cultural history

Key Challenges within the position	<p>Navigating around limited service availability in rural/isolated areas.</p> <ul style="list-style-type: none"> • Navigating around limited service availability in rural/isolated areas • Personal and professional safety • Working with vulnerable clients and families • Satisfying MVAC client needs and community expectations • Balancing position responsibilities and other demands on time placed by MVAC management or community • Managing funding and expenses guidelines
Primary Risk Exposures for Position	<ul style="list-style-type: none"> • In home outreach visits with heightened client or other persons • External climate exposure and elements • Multi-site travel and use of MVAC vehicles • Sitting for extended periods
Random Drug and Alcohol Testing	<ul style="list-style-type: none"> • MVAC has a policy on the usage of drugs and alcohol, and especially in the areas of family / counselling, childcare and health practice services, and therefore management has a right to conduct random drug and alcohol testing, as needed or directed by either MVAC CEO or MVAC Board.
Selection and Appointment Process	<ul style="list-style-type: none"> • All applications will be assessed within three working days of close of application, and a short-list will be created for applicants to be invited to attend an interview; those applicants not short-listed will be notified of their unsuccess within five working days of the close of application. • Interviews will usually be conducted within ten working days of the close of applications; all short-listed applicants will be notified of their interview by email only. • Most interviews will be conducted face to face on MVAC grounds unless there are constraints on applicant's attendance or State legislation. • Applicants will be interviewed by at least two MVAC employees, best practice is three. The interviewers will be selected from a broad range of program areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers, dependent upon the requirements of the role. • All applicants must provide the names and contact details of a minimum of two current and suitable referees; these referees will be contacted before any appointment can take place. <p>All interviewed applicants will be notified, via phone or letter, of their success as the preferred suitable candidate within five days after all interviews. The preferred suitable candidate will require successful safety screening to be completed (that is a current Working With Children Check and a returned National Police Check). Where the preferred suitable candidate successfully</p>

	completes the safety screening a referee checking process will be completed <i>PRIOR</i> to a contract being prepared and offered.
Required Pre-Employment Conditions or Screening Checks	<p>All MVAC employees, prior to appointment, are required have and maintain a WWC and police check (no older than three months before application)</p> <ul style="list-style-type: none"> - <i>A Working with Children Check. (must be linked to MVAC)</i> - <i>Current National Police Check and International Police Check if applicable</i> - <i>A current unrestricted drivers' licence, (if required in your business area)</i>
Mandatory training within the first 6 months	<ul style="list-style-type: none"> - <i>Child Safe Standards</i> - <i>Privacy and Confidentiality</i> - <i>Information Sharing</i> - <i>MARAM</i> - <i>First Aid Certificate (code finishing in 0003 or greater)</i> - <i>Supervisor Food Handlers Certificate</i>
Qualification	<ul style="list-style-type: none"> - <i>Any other status deemed necessary for the position, for example, nursing qualifications, early learning etc</i>
Privacy Requirements	<p>All successful applicants will be required to acknowledge the existence and daily application of the MVAC Privacy and Confidentiality Policy which have been developed in-line with the Privacy Act 1988 (Cth)</p> <p>https://www.oaic.gov.au/privacy/australian-privacy-principles/</p>
Disclosure of Information on Pre-existing Injuries or Conditions	<p>There is an obligation on all applicants to fully disclose, either in application and/or at interview, any prior or present medically related injuries or conditions that could have a bearing on their ability to perform the duties and responsibilities of the position, as outlined in this Position Description, or potentially expose the employer to increased workplace-related liability in the future (see primary risk exposure section for guidance). Such information cannot be used by MVAC to discriminate the applicant in their consideration for suitability for the position, nor once employed in any performance reviews or promotion considerations</p> <p>https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law</p>
Continuous Professional Development (CPD)	<p>MVAC is a strong and active supporter of all employees undertaking opportunities to further enhance their professional, and personal skills and abilities.</p>

	MVAC <i>may</i> provide this support through the conduct of internally managed workshops, payment for attendance to externally provided workshops, or direct compensation for course fees or levies.
Contact Persons for Further Information	Manager, Social Wellbeing 03 5026 3353
Position Responsible for Position Description Review, and when.	Manager, Social Wellbeing 13 April 2028
Key MVAC Governance Issues	
<p>Our Vision: Cultural Strength and Independence</p> <p><i>We want to further develop a strong cultural foundation for current and future generations of Indigenous people with programs that improve existing standards of Aboriginal housing, Aboriginal jobs, Indigenous welfare, and Indigenous education.</i></p> <p>Our Mission: Improving the Lives of Aboriginals</p> <p><i>We aim to provide services that are beneficial to, and consistent with, the core values of Aboriginality. We encourage community collaboration and contribution to Indigenous assistance programs, and actively promote Aboriginal cultural and family values.</i></p> <p>Everything MVAC offers or provides is founded on:</p> <ul style="list-style-type: none"> • Respect and support for the values of the Aboriginal Community • Honesty and integrity • Transparency, accountability and fairness in our decision making • Professional, reliable and timely service delivery' • Valuing our staff and provision of a diverse and supportive workplace • Displaying cultural strength and awareness <p>Furthermore, MVAC is committed to improving the health and welfare of Aboriginal people in Robinvale and Murray Valley districts, by providing information and access to culturally appropriate</p>	

support services and programs for health care, child care, aged care, housing, employment and legal matters <https://www.mvac.org.au/>

Lastly, MVAC actively supports and embodies, on a daily basis, within all policies, practices and community relationships the five governing principles promoted by Reconciliation Australia in its mission statement '*At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians*' <https://www.reconciliation.org.au/what-is-reconciliation/>

Signature of Employee (once contract has been signed)	
Name printed	
Date	
Witness Name printed	
Witness Position	
Witness Signature	
Witness Date	