Western Australian Substance Users Association

Job Title:	South West Mobile and Outreach Needle and Syringe Exchange Program Worker		
Program:	South West Needle and Syringe Exchange Program		
Level/Salary Range:	Guided by Federal SCHCDS Industry Award Level 4	**Hours Per Week:**	16.5
Location:	97 Spencer Street Bunbury	**Position Type:**	Part Time
Position Reports To:	NSEP Coordinator		

Address Applications to:	**Application Closing Date:**
Attention: **Kevin Winder** **NSEP Coordinator** **WASUA** **PO Box 8003** **Perth WA 6849** **or via email: nsep@wasua.com.au**	5pm Monday 20th November 2017 **More Information:** Kevin Winder NSEP Coordinator 0481 099 968 nsep@wasua.com.au

OVERVIEW

The Western Australian Substance Users Association (WASUA) is a state-wide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. WASUA is staffed and governed by people who may have/have had personal experience of substance use and people who have an interest in substance use issues and who support WASUA's practice and principles.

Programs and services are delivered within a social health and community development framework underpinned by harm reduction and peer education. WASUA provides a non-judgmental space for PWUD to access a range of services.

WASUA operates harm reduction peer education and support service to people who use drugs. Information and education is tailored to requests from various alcohol and other drug, youth and health related service providers and educational facilities.

WASUA's services encompass a Needle and Syringe Exchange Program (NSEP) including safe disposal; information and peer education (on safer drug use, safer sex, hepatitis C and other blood borne virus transmission prevention and treatment); a health clinic; overdose prevention programs; pharmacotherapy advice; and supported referral to drug treatment, legal, social welfare and other health services.

WASUA operates from two fixed site locations: Aberdeen Street in Perth and Spencer Street in Bunbury. This position will operate the Mobile NSEP and outreach service in the South West from the Bunbury fixed site.

ACCOUNTABILITY

WASUA is governed by a Board of Management (BOM) and the Chief Executive Officer (CEO) reports to the BOM. Team Coordinators report to the CEO. This position reports to the NSEP Coordinator.

All staff and Committee members are accountable for providing and ensuring programs and services remain accessible and equitable to people who need and use them. WASUA is an accredited organisation against the Standard on Culturally Secure Practice (AOD sector)

ROLE AND RESPONSIBILITIES

Position Objective:
To provide a consumer focused Mobile and Outreach NSEP service in designated locations in the Southwest through WASUA's fixed site in Bunbury to facilitate access to harm reduction information, equipment and education services for PWID in Western Australia.

Key Tasks:

- Liaise with the NSEP/Outreach Coordinator on all aspects of Mobile and Outreach NSEP service delivery.
- Develop opportunities to maximize engagement with service users and increase their sense of ownership of the service.
- Explore opportunities to liaise and promote the Mobile NSEP service in existing designated towns in the Southwest.
- To develop and support linkages and partnerships with AOD agencies, youth agencies, and allied health professionals.
- Deliver a range of health and harm reduction initiatives that meet consumer needs including education, intervention and referral.
- Assist in the collection of NSEP statistics and maintain data records for reports and other purposes.
- Assist in ordering stock, maintain supplies & postal orders.
- Ensure safe storage and disposal of returned, used injecting equipment and transport used equipment for incineration.
- Safely handle cash from sale of consumables.
- Promote and facilitate access to other WASUA services, including Peer Naloxone Program and the Opioid Replacement Pharmacotherapy Advocacy and Complaints Service.
- Maintain the Mobile NSEP service and keep the van clean, tidy and organized.
- NSEP shifts on roster as required.
- Collect stock form Perth regularly and maintain stock levels.
- Other duties as requested & required.

Policy & Procedures

- Assist in developing and implement policies and procedures for the Mobile and Outreach service and contribute to the development of WASUA's policies and procedures, as and when instructed by line management.
- Undertake all duties in accordance with WASUA's policies and procedures; Standard on Culturaly Secure Practice (AOD sector); WA Department of Health and other government policies, legal and other statutory obligations.

Team Development

- Commit to and work within WASUA team structures.
- Promote team work and participate in team-building activities.
- Commit to appropriate training and professional development when offered.

- Actively participate in staff meetings, team meetings, supervision, service planning, in-service workshops etc.
- Support research and other activities WASUA participates in from time to time.

Reporting/Administrative

- Provide high quality written communication (including writing reports) and content for a variety of audiences.
- Assist in the preperation of service reports in accordance with Service Agreements.
- Collect and record de-identified client data in accord with WASUA Policies and Procedures.
- Comply with all WASUA administrative processes including correspondence, minute taking, record keeping, timesheets, leave and other application forms.
- Ability to apply a high level of computer literacy to all work areas.

Information and Resource production

- Participate with other WASUA staff in co-production of educational and promotional resources including service brochures.

SELECTION CRITERIA

Essential:

- Qualifications in relevant human services field, relevant life-experience, and/or a minimum of 3 years experience in a similar position.
- Sound understanding of harm reduction, injecting drug use, drug treatment options, health and other issues that may impact upon people who use drugs.
- Demonstrated experience and commitment to working with people from diverse backgrounds, including marginalised and at risk groups.
- Excellent interpersonal, conflict resolution and problem solving skills.
- Demonstrated ability to build and maintain effective relationships and partnerships with servcie consumers, and with a wide range of stakeholders.
- Demonstrated well developed written and verbal communication skills.
- Experience in service development and innovation through planning, co-production and continuous quality improvement initiatives.
- High level of computer competency.
- Ability to work as part of a small team and independently.
- Current C Class drivers license and expereince driving cargo/passenger vans.
- National Police Clearance.

Desirable:

- Knowledge of WA Government Drug Policies and Action Plans.
- Knowledge of WA Drug Treatment Sector and treatment agencies.
- Previous experience working in a peer-based AOD service or previous experience working in Needle and Syringe Programs.

OTHER INFORMAITON

- A 6 month probationary period will apply.
- Salary packaging is available to employees.

- Hours of work are in accordance with the NSEP and Mobile service operating hours.
- This position will be based at the WASUA Bunbury office and will also work collaboratively with a range of services across the Southwest region.
- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with WASUA policy.

Applicants are required to:

- Read and understand the Position Description
- Write a brief letter of application
- Provide brief statements addressing each Selection Criteria
- Provide an up-to-date Resume
- Provide the names and contact details of two professional referees

For more information on the position please contact Kevin Winder on 0481 099 968 or via email nsep@wasua.com.au

Please note that applications must address the Selection Criteria to be considered.
Applications close at 5pm Monday 20th November 2017

Address Applications, marked Confidential, to:
Kevin Winder
NSEP Coordinator
WASUA
PO Box 8003, Perth WA 6849
or via email to: nsep@wasua.com.au

Reviewed By:	NSEP Coordinator	Date:	02/11/2017
Approved By:	CEO	Date:	02/11/2017
Last Updated By:	CEO	Date/Time:	02/11/2017