

## POSITION DESCRIPTION

### POSITION TITLE:

**Bunjilwarra Residential Care & Recovery Workers**



***Bunjilwarra*** – the Koori Youth Alcohol & Drug Healing Service, is led by a partnership between The Victorian Aboriginal Health Service (VAHS) and YSAS (Youth Support + Advocacy Service).

**Service Overview:** Bunjilwarra is a 12 bed residential rehabilitation and healing service for Aboriginal young people (male and female) aged between 16 and 25 years. It is a purpose-built, statewide service situated in Hastings on the Mornington Peninsula and operates 24 hours a day, 7 days a week.

As a voluntary program, Bunjilwarra enables:

- A safe and supportive environment for Aboriginal young people to manage their alcohol and drug issues through active participation in therapeutic & structured programs designed to assist them, to develop their living skills, and to strengthen their cultural identity and spiritual wellbeing.
- Aboriginal young people to improve their physical, social and emotional wellbeing, and strengthen their connection to family, community and culture through the use of a holistic recovery model which includes individual and group therapy, as well as recreational, educational and vocational activities.
- Aboriginal young people to develop alternative behaviours and coping strategies, and skills for resilience and reintegrating into the community based on therapeutic community principles and Aboriginal cultural practices.

**Bunjilwarra Values:** At Bunjilwarra our values are enacted through our commitment to social justice and human rights, acceptance, respect, professional integrity, quality, harm reduction, empowerment, learning and evolving.

<b>Accountable To:</b> Cultural Lead or Clinical Lead	<b>Direct Reports:</b> NIL
<b>Location:</b> Hastings	<b>Employment Period:</b> Up to 76 hours per fortnight, three year contract. Shift work applies to these roles – see qualifications & other requirements section below for further detail.
<b>Remuneration:</b> SCHADS Level 4 – 5 (dependent on qualifications and experience) – Annual Salary (\$49,312 – \$57,393) plus 9.5% super and attractive salary packaging. Penalty rates apply to shift work.	
<p><b>Position Overview / Key Responsibilities:</b> The role of the Residential Care &amp; Recovery Workers is to support the healing and recovery of Aboriginal young people with problematic drug and alcohol use in Bunjilwarra. The Residential Care &amp; Recovery Workers are required to implement a variety of therapeutic and cultural groups / interventions (ie relapse prevention, lifeskills, men’s/women’s business etc) to support residents to enable them to achieve the goals they have articulated in their Individual Treatment Plan. The Residential Care &amp; Recovery Workers are required to promote and maintain a safe and supportive environment, in line with Therapeutic Community principles, that challenges the young person’s alcohol/drug using behaviour and encourages them to learn and practise new skills and new behaviours. Participation in shift work and all aspects of the Bunjilwarra timetable is a key responsibility.</p> <p>Other key responsibilities embedded within the role include but are not limited to:</p> <ul style="list-style-type: none"> <li>• assisting young people with daily living skills (cooking, washing, cleaning etc)</li> <li>• facilitate the smooth running of the Bunjilwarra timetable including active participation in all aspects of the timetable</li> <li>• role modelling appropriate behaviours to residents</li> <li>• facilitation of education, recreation, vocation, cultural, work and lifeskills elements of the Bunjilwarra program</li> <li>• conflict resolution</li> <li>• program design</li> <li>• supervision of medication</li> <li>• fostering positive (non-sexual) relationships between residents in the community in line with TC principles</li> <li>• promotion of youth participation</li> </ul>	

## KEY RESPONSIBILITIES

Direct Services Activities	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Develop, facilitate and participate in drug and alcohol, therapeutic and cultural programs with young people; includes groups relating to relapse prevention, harm reduction, drug education, health promotion, adventure and recreational activities, men’s business / women’s business etc</li> <li>• Provide a broad range of support interventions to all young people at Bunjilwarra who experience complex drug and alcohol, and mental health, issues</li> <li>• Fulfill the role of key worker for assigned residents - includes positive engagement and rapport building as the basis to establish goals and tasks that support residents to achieve their individual treatment and healing plans, and participation in regular case review in line with the staged model.</li> <li>• As key worker, collaborate and/or cooperate with Aboriginal community, other support services to provide optimal service provision and integrate residents back into their communities as part of care and discharge planning processes.</li> <li>• Actively promote the Therapeutic Community treatment model at Bunjilwarra. This includes ensuring all community members (young people and staff) maintain a safe and supportive environment for the residents. Bunjilwarra also looks for learning and opportunities for behaviour change that are intentional and opportunistic in challenging and conflictual interactions.</li> <li>• Facilitate Bunjilwarra community meetings with residents to review and resolve problematic behaviours and other issues.</li> <li>• Constant supervision of young people whilst at Bunjilwarra and on outings.</li> <li>• At all times, be a model for the residents by demonstrating appropriate and respectful behaviour and communication.</li> <li>• Other duties as may be reasonably directed by the Manager from time to time, and which are consistent with your position.</li> </ul>	<p>Design, document and implement and facilitate therapeutic and cultural programs</p> <p>Articulate knowledge of a range of therapeutic interventions used to manage challenging behaviours; demonstrate in case notes and communication book</p> <p>Implement Individual Treatment Plan goals for key work client, and support client to achieve these goals.</p> <p>Build supportive relationships with all residents.</p> <p>Active participation in the Bunjilwarra Therapeutic Community model and demonstrate its use in everyday practise.</p> <p>Accurately documentation in case notes and communication book, information relating to issues and dynamics involving all residents.</p>

<b>Program Development and Evaluation</b>	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Contribute to the ongoing planning and development of the Bunjilwarra treatment model, particularly the structured group work program and cultural programs.</li> <li>• Participate in developing new program content that is relevant to young people who experience problematic use; includes relapse prevention, harm reduction, drug education, health promotion, pro-social activities</li> <li>• Actively encourage feedback from the young people at Bunjilwarra in regards to program delivery</li> <li>• Ensure, and contribute to, quality improvement in relation to service delivery and in line with Bunjilwarra procedures</li> </ul>	<p>Attend and actively participate in staff meetings and program development days</p> <p>Design and write up proposals for any new program content to be delivered.</p> <p>Elicit feedback from young people at Bunjilwarra community meetings, and promote use of YSAS “Drop Box” feedback mechanism</p>
<b>Administration and Reports</b>	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Complete clear, timely and professional case notes and data entry</li> <li>• Keep all records and documentation as required by the position (ie client files, treatment plans, court letters etc) up-to-date</li> <li>• Ensure all administration, data recording, and financial accountability processes are known and adhered to</li> <li>• Provide written reports in relation to delivery of program areas; this includes writing up proposals for any new programs to be delivered.</li> </ul>	<p>Case notes are up to date and complete by the end of every shift</p> <p>Documentation and reporting are of a professional standard and in accordance with organizational policy</p> <p>Complete petty cash transactions accurately</p>

<b>Service Promotion</b>	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Build and maintain a positive stakeholder relationships with Aboriginal community and other services such as education providers, housing, health services, and others especially in the context of the key work function of the role</li> <li>• Represent and promote Bunjilwarra in a positive and professional manner at all times</li> <li>• Work collaboratively with other team/organisational members and other stakeholders;</li> </ul>	<p>Knowledge of key external stakeholders that meet individual treatment and cultural plans.</p> <p>Attend and participate at relevant network meetings as directed</p>
<b>Compliance</b>	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Work within the bounds of relevant legislation/regulations (e.g. Privacy, FairWork, OHS, etc.) and relevant professional codes</li> <li>• Adhere to all Bunjilwarra policies and procedures including the Code of Conduct, Confidentiality Agreement, EEO policy and Clinical practice guidelines</li> <li>• Contribute to continuous quality improvement of the organisation</li> <li>• As directed by the Medication Policy, supervise medication taken by young people</li> <li>• Ensure incident reports are completed timely and meet organisational procedures</li> <li>• Adhere to Therapeutic Community principles</li> </ul>	<p>Ensure all work complies to the relevant legislation/regulations, Bunjilwarra policies and procedures and other relevant compliance requirements</p> <p>Supervise dispensing of medication to residents in accordance with YSAS medication policies and procedures and clinical practice guidelines</p> <p>Incident reports are completed according to Bunjilwarra policies &amp; Procedures</p>
<b>Professional Conduct</b>	
<i>Key Responsibilities</i>	<i>Agreed Achievements</i>
<ul style="list-style-type: none"> <li>• Demonstrated commitment to Bunjilwarra values and priorities;</li> <li>• At all times be a positive role model for young people;</li> <li>• Provide highest ethical standards at Bunjilwarra: not only to Aboriginal young people, but to their families, co-workers and ourselves;</li> <li>• Represent Bunjilwarra in a professional and ethical manner at all times (e.g. meetings, etc.)</li> <li>• Respect the diversity of Aboriginal young people.</li> </ul>	<p>On every occasion, Bunjilwarra is represented ethically and professionally</p> <p>Maintain high professional and ethical practice standards.</p>

### Qualifications and other requirements

- Relevant qualifications and experience in Youth Work, Community Services or other health related qualifications (i.e. Social Work, Youth Work, Family Studies, etc.)
- Experience in working with young people in a residential setting highly advantageous
- Knowledge of and understanding of the key issues facing Aboriginal young people
- MUST be available to work week days, evenings, weekends, and public holidays
- Current Victoria's Drivers Licence
- A current First Aid (Level 2) is desirable
- The successful applicant will be required to undergo a National Police check and hold a current Employee Working With Children Check (Employee level)

**All Residential Care & Recovery Worker positions involve working a mix of morning, afternoon, evening, night and weekend shifts on a 24/7 roster (including public holidays). The night shift is a solo stand-up shift where you are working (awake) on your own and another staff member is sleeping and can be woken in cases of emergency. Participation in shift work is non-negotiable. Penalty rates apply to shift work.**

### Key Selection Criteria

1. Experience and/or demonstrated understanding of working with Aboriginal young people with problematic alcohol and drug issues, in a residential rehabilitation setting;
2. Highly developed engagement and communication skills with Aboriginal young people from different ages, and diverse backgrounds; including the ability to model appropriate behaviours and motivate young people;
3. Demonstrated understanding of adolescent development, and ability to understand and respond to challenging behaviours exhibited by young people in a residential rehabilitation setting.
4. Relevant experience in designing, facilitating and involving yourself in AOD and cultural groups and activities.
5. Demonstrated experience in care planning / case work, including review of treatment plans involving family and other supports where appropriate.
6. Maintain a professional approach in all channels of communication i.e. report writing, case notes, data recording, phone, email and face to face

I accept the PD as acknowledged above and understand that the PD will be reviewed by the year. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established. I agree to undergo a National Victorian Police Check prior to my appointment and hold a valid Working With Children Check throughout the term of my engagement.

**SIGNED**

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Bunjilwarra Program Manager  
Date:

\_\_\_\_\_  
Bunjilwarra Residential Care & Recovery Worker  
Date: