Position Description: Bunjilwarra Intake, Assessment and Community Transitions Worker

Vision: A community where all young people are valued included and have every opportunity to thrive

Purpose: To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

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.

- Honesty: We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
- Empowerment: We create a positive environment for staff and young people to make valuable contributions.
- Acceptance: We accept and value the diversity of people, cultures and life’s experience.
- Respect: We respect the rights of others and treat others as we would like to be treated.

Location: Hastings, Victoria

Employment Status: Full time/76 hours per fortnight or part time/60.8 hours per fortnight (negotiable). Some late afternoon/evening work may be required and participation in rostered shift duties from time to time.

Remuneration: Annual salary (SCHADS Level 5.1-5.3 dependent on qualifications and experience), plus 9.5% Employer superannuation, salary packaging.

Responsible to: Clinical Leader and Bunjilwarra Leadership Group (BLG)

Direct reports: NIL

Service overview: Bunjilwarra is a 12 bed healing service for Koori young people (male and female) aged between 16 and 25 years. The program is primarily situated in Hastings and operates a 24/7 residential component.

As a voluntary program, Bunjilwarra enables:

- A safe and supportive environment for Koori 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.
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- Koori 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 reintegration into the community based on Koori cultural practices and best practice approaches in youth mental health and drug and alcohol.

Primary Purpose:

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

The role of the Intake, Assessment and Community Transitions Worker is to provide assessment and support to young people and their families and support services, pre and post admission to Bunjilwarra. Key tasks will include the initial screening for all referrals to determine eligibility to Bunjilwarra then undertake comprehensive assessment to determine suitability into the program based on existing assessment and information provided by ACCHOs and other referring agencies. The role will also be required to participate in regular intake review/Bunjilwarra Leadership Group meetings and work closely alongside the Clinical Lead to complete assessments and care planning with young people entering and leaving the program.

In addition, the role will support the Care and Recovery Workers (CRW) to induct new residents, and will include direct service to young people, families and carers as well as consultation and support to other professionals, agencies and members of the community engaged in the young person’s care. The Intake, Assessment and Community Transitions Worker will support the development and implementation of transition / discharge plans in accordance with the Bunjilwarra model.

Working as part of the Bunjilwarra Leadership Group (BLG) which comprises the Clinical Lead; Cultural Lead; Bunjilwarra Elder and the YSAS Service Director, the Intake, Assessment and Community Transitions Worker will contribute to the development and maintenance of a high performing team that provides culturally appropriate and evidence based interventions to Aboriginal young people in the youth residential rehabilitation program (Bunjilwarra).

Key responsibilities:

Referral / Intake / Assessment / Care Planning, Quality Service Provision / Service Development, Community Engagement.
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Key Responsibilities

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<th>Key Area</th>
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<th>Agreed Achievement</th>
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| Referral / Intake / Assessment / Care Planning | • Conduct initial screening of Aboriginal young people to determine eligibility for Bunjilwarra (phone, face to face, email).  
• In close collaboration with referring agencies, conduct a culturally sensitive, comprehensive assessment for eligible young people to determine a suitable care plan (existing assessments from ACCHOs and other referring agencies will be integrated into the assessment and planning process).  
• Develop Individual Treatment Plans (ITPs) and contribute to the development of cultural plans.  
• Sensitively service match admissions of young people according to the dynamics of the program.  
• Actively support intake and care planning process to promote appropriate case planning decisions and client allocations.  
• Ensure family inclusive and family sensitive practice is at the core of care and discharge planning for all residents ensuring cultural integrity is maintained.  
• Ensure transitions to community connections occur for all young people exiting the program.  
• Other duties as reasonably requested by the Manager. | • Response made to referrals within agreed timelines.  
• Assessments are conducted within agreed timelines & documented as per service policies and procedures.  
• All assessments are clearly documented on the client management system. |
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| **Quality Service Provision / Service Development** | • Jointly with residential staff, induct new residents.  
• Address behavioural issues with residents and give them appropriate support and interventions as necessary.  
• Contribute to the development of innovative, evidence based service responses as indicated by assessment.  
• Provide support to staff to ensure ongoing risk assessments are being undertaken and considered in the context of ongoing care planning. | • Participate in care plan reviews for residents according to the staged model.  
• Participate in clinical case review for each resident.  
• Ensure ongoing risk assessments occur and are documented for all residents including clear management plans.  
• Ensure accurate recording of reports within organisational timelines and procedures.  
• Complete administrative tasks, meeting organisational procedures as required. |
| **Community Engagement**               | • Clearly articulate and communicate the scope of Bunjilwarra as an alcohol and drug healing service to Aboriginal community and stakeholders, in particular those referring to Bunjilwarra.  
• Establishment and maintenance of service linkages and consultative mechanisms, including with statewide and local community stakeholders.  
• Maintain working relationships with referring agencies, in particular Aboriginal health workers / ACCHOs to enable continuity of care when young people return to their community where appropriate. | • Build and maintain purposeful community and stakeholder relationships.  
• On every occasion Bunjilwarra is represented ethically and professionally. |
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| Compliance and Safety         | • Work within the bounds of relevant legislation/regulations (e.g. Privacy, Duty of care, OHS, etc.) and relevant professional codes.  
• Adhere to all Bunjilwarra policies and procedures including the Code of Conduct, Confidentiality Agreement.  
• Contribute to continuous quality improvement of Bunjilwarra.  
• Undertake incident reporting that meets statutory and organisational timelines and procedures where required. | • All work complies of the relevant legislation/regulations, Bunjilwarra policies and procedures and other relevant compliance requirements.  
• Record and report all accidents & injuries in accordance with Bunjilwarra procedures. |
| Professional Conduct         | • Demonstrated commitment to the values, principles and priorities of Bunjilwarra.  
• Provide highest ethical standards: not only to Aboriginal young people accessing Bunjilwarra but to our families, partners, supporters, co-workers and ourselves.  
• Represent Bunjilwarra in a professional and ethical manner (Meetings, Conferences, etc.).  
• Be at all times a role model for the young people and staff in relation to professional practice and communication. | • On every occasion Bunjilwarra is represented ethically and professionally. |
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<td>Continuous Improvement</td>
<td>• Contribute to continuous quality improvement in relation to service delivery.</td>
<td>• Ensure all work complies of the relevant legislation/ regulations, YSAS’ policies and procedures.</td>
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<td>• Developing linkages with referral services.</td>
<td>• Ensure confidentiality of documentation is maintained.</td>
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<td>• Participation in evaluation and ongoing monitoring of the program.</td>
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<td>• Include clients in the evaluation of the service where appropriate.</td>
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<td>• Collaborate with other support services and community based activities to integrate support and provide optimal service provision.</td>
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Position Requirements

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<th>Education</th>
<th>• Relevant qualifications in, Social Work, Youth Work, Psychology, Family or other health/welfare related studies.</th>
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<td>Experience</td>
<td>• Knowledge of adolescent substance use and residential rehabilitation / therapeutic community settings.</td>
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<td>• Strong connection to the Aboriginal and Torres Strait Islander communities in Victoria.</td>
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<td>• Experience in conducting comprehensive clinical AOD and risk assessments.</td>
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<td>Knowledge and Skills</td>
<td>• Well organised but able to flex and manage competing priorities and deadlines.</td>
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<td>• Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills.</td>
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<td>• Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions.</td>
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<td>• Good judgment, able to influence others and seen as a credible source of advice.</td>
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<td>Personal qualities</td>
<td>• A team player, able to work in a collaborative way.</td>
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<td>• Has tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion.</td>
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<td>• Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation.</td>
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- Commitment to YSAS’ values and a working style that reflects these.

## Other Requirements
- Current Victorian Driver’s Licence.
- Current and ongoing successful National Police check.
- Current and ongoing Working With Children Check.
- Current First Aid Certificate (level 2).

## Key Selection Criteria

1. Demonstrated knowledge of Aboriginal history and culture, and community as well as an ability to work effectively in a culturally safe manner.

2. Highly developed engagement skills, problem solving and clinical capabilities to ensure all residents participate in and benefit from the AOD therapeutic community environment.

3. Experience in the provision of comprehensive AOD and health assessments, and care planning with young people experiencing alcohol and drug issues as well as thorough understanding of the AOD and broader service system.

4. Demonstrate high level of interpersonal and communication skills (written and verbal), problem solving and negotiation skills especially with young Aboriginal people and their families.

5. Ability to maintain positive stakeholder relationships and work collaboratively with all stakeholders i.e. young people, families and carers, referring services, government agencies, Aboriginal community services etc.

6. Highly developed report writing skills, record keeping / data management, and word processing and other computer skills.

*All Aboriginal and/or Torres Strait Islander people are encouraged to apply.*

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. 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.

**SIGNED**

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<th>Bunjilwarra Intake, Assessment and Community Transitions Worker</th>
<th>Bunjilwarra Clinical Lead</th>
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