



Position title	Alcohol and Other Drugs (AOD) Practitioner
Group	Individual Support Services
Employment status	1.0FTE
Salary Range	As per SCHCADS Award
Position reports to	AOD Senior Practitioner
Location	292 Hoddle St, Abbotsford
Delegation	There are no direct reports or financial delegation associated with this role

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation with over 20 years’ experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women’s strength and resilience. We are committed to a future without family violence.

We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do.

Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women’s resilience.

We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.

Role purpose

The Individual Support Services team provides intensive support services to Aboriginal women who are experiencing or have experienced family violence and are at risk of further harm. The team’s interventions range from short-term crisis responses to longer-term intensive case-management.

Working under the supervision of the AOD Senior Practitioner, the AOD Practitioner will support Aboriginal and Torres Strait Islander women to reduce the harm incurred by alcohol and other drug use and their level of risk from family violence. The person in this role will provide client-centred, strength-based casework, utilising the Multi Agency Risk and Assessment Management Framework (MARAM) and relevant AOD frameworks. They will also provide secondary consultations on AOD issues to ISS Case Workers and engage in collaborative practice arrangements with Case Managers, such as co-case management, where this is appropriate.

Key accountabilities

- Work collaboratively as a member of the case-management team to provide culturally safe support to Aboriginal and Torres Strait Islander women who have experienced, or who are currently experiencing, family violence, and require specialised assistance with AOD issues.
- Work with the AOD Senior Practitioner to ensure that specialised support with AOD issues is delivered to clients in a flexible, targeted and family violence literate manner, in line with the Program Manual and Practice Guidelines.
- Undertake case-planning, risk and needs assessment and risk management in line with the Multi Agency Risk Assessment and Management (MARAM) framework, and AOD assessment and program guidelines.

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.





- Facilitate access and referrals for Aboriginal women to other ACCOs, specialist family violence services or other services such as mental health, housing and alcohol and drug services.
- Enable access to brokerage according to Operational Guidelines where this is required in the context of case plans.
- Ensure the maintenance of appropriate files, case note records, correspondence and reports to facilitate evidence-based practice, quality service delivery and accountability.
- Comply with relevant legislation and policy frameworks.
- As directed, participate in regular network meetings, working groups and forums that are relevant to the work of Djirra.
- Participate in regular supervision, team meetings and professional development programs.
- Develop a constructive collaborative working relationship with professionals from internal programs and external agencies to promote access to services.
- Undertake other duties as directed.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Demonstrated knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women. • Demonstrated knowledge and understanding of the AOD sector and key modalities. Understanding of the issues facing Aboriginal women with substance abuse issues is desirable. • Knowledge of family violence within an Aboriginal cultural framework which preferences the experiences of Aboriginal women, including how this is utilised to understand and respond to the gendered nature of violence against Aboriginal women. Aboriginal women with relevant skills and experience are encouraged to apply. • Demonstrated commitment and ability to engage and work effectively with disadvantaged women experiencing family violence. • Direct experience working in a family violence setting, including a detailed knowledge of the MARAM framework is desirable. • Direct experience in working with Aboriginal clients who are at risk as a result of trauma is highly desirable.
Competency	<p>The ability to apply a flexible, non-judgmental and empowering approach to service delivery</p> <ul style="list-style-type: none"> • Demonstrated ability to work independently and as a collaborative team member in a challenging environment. • A flexible and positive approach to working hours, which may require some shift and after hours work at times. • Demonstrated competencies in the application and use of Microsoft work applications and other data systems. • Demonstrated interpersonal skills, sound verbal, and written communication skills.
Technical Skills	PC skills, including familiarity with MS suite of tools and databases.

Qualifications

- At least 2 years' experience in the family violence sector, preferably with Aboriginal and Torres Strait Islander women would be highly regarded.
- Mandatory minimum qualification of AOD Cert IV.
- Tertiary qualifications in Social Work, Community Development or related discipline are desirable, or working towards a qualification.
- A Working with Children Check Card
- A Police Check
- A Victorian Driver's License

Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.



Sharing stories, finding solutions



All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra’s Human Resources Policy Manual.

All Djirra workers - including employees, volunteers, contractors, and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

Djirra requires this of anyone who is working remotely or virtually with or for Djirra, as well as those working face to face. This is to ensure we are consistently promoting, supporting, and re-enforcing the importance of vaccination for the communities Djirra works with, and for all our staff.

We require evidence from each person we engage that they meet the requirements.



ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:

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Employee signature:

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Date: / /

Manager's name:

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Manager's signature:

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Date: / /

HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /