



<b>Position title</b>	Alcohol and Other Drugs (AOD) Traineeship
<b>Group</b>	Individual Support Services
<b>Employment status</b>	Fixed Term 12 Months. Flexible Fulltime or Part time
<b>Salary Range</b>	As per SCHCADS Award
<b>Position reports to</b>	AOD Senior Practitioner
<b>Location</b>	292 Hoddle St, Abbotsford
<b>Delegation</b>	There are no direct reports or financial delegation associated with this role

**Organisation environment**

Djirra<sup>1</sup> 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**

In collaboration with the Department of Health, The Alcohol and Other Drugs (AOD) traineeship program has been developed to provide on the job work experience and paid study to provide Community members with an opportunity to enter the Alcohol and Other Drugs sector in Victoria. The trainee will undertake a structured learning, professional development and on the job training over a 12-month period, either full time or part time within Djirra’s Individual Support Services, Alcohol and Other Drugs team. The Individual Support Services provides specialist family violence case management to Aboriginal women who are experiencing or have experienced family violence and are at risk of further harm from family violence. This work includes interventions ranging from short-term crisis responses to longer-term intensive case-management.

The trainee will work alongside Djirra’s AOD practitioners, supporting 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 trainee will be provided with opportunities to observe the delivery of Djirra’s other services including legal, prevention and early intervention, informal cultural support at Koori Women’s plan and the provision of support and legal services to women in prison.

**Key accountabilities**

- Work collaboratively as a member of the Individual Support Services 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 specialized assistance with AOD issues.
- Undertake Certificate IV and/or Diploma in Alcohol and Other Drugs during work hours.
- Observe and work alongside the AOD Senior Practitioner to delivery AOD functions including assessment, referral, brief interventions, treatment plans, safety planning in line with the Multi Agency Risk Assessment and Management (MARAM) framework, and AOD assessment and program guidelines, through family violence and AOD literate practice.

<sup>1</sup> 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.





- With support from the AOD practitioner, understand and learn the maintenance of appropriate files, case note records, correspondence, and reports to facilitate evidence-based practice, quality service delivery and accountability.
- Comply with legislation and policy frameworks.
- With support, participate in regular network meetings, working groups and forums that are relevant to the work of Djirra
- Participate in regular supervision, team meetings and reflective practice.
- With support participate in learning opportunities that Djirra provides with external AOF services as well as selected professional development programs.
- Contribute to constructive collaborative working relationships with professionals from internal programs and external agencies to promote access to service.
- Undertake other duties with support.

#### Key selection criteria

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of the Victorian Aboriginal community.</li> <li>• Not currently enrolled in tertiary education</li> </ul>
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as a collaborative team member.</li> <li>• Ability to apply a flexible, non-judgmental, and empowering approach to service delivery.</li> <li>• A flexible and positive approach to working hours, which may require after hours work at times.</li> <li>• Well-developed interpersonal skills, sound verbal, and written communication skills.</li> <li>• An interest in working in human services to provide a service response to Aboriginal and Torres Strait Islander women to reach their potential and heal from trauma.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of Microsoft suite</li> <li>• Ability to learn new programs.</li> <li>• Basic computer skills</li> </ul>

#### Qualifications

- A Working with Children Check Card or ability to obtain.
- A Police Check or ability to obtain.
- A Victorian Driver's License
- Right to work in Australia

#### Workplace health and safety

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

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:**   /   /

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**Manager's name:**

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**Manager's signature:**

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**Date:**   /   /

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### 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:**   /   /