



Position Description.

POSITION TITLE:	HARM MINIMISATION WORKER
AWARD:	Social, Community, Home Care and Disability Services Industry Award.
CLASSIFICATION LEVEL:	Social and community services employee level 4
STATUS:	Full-time, ongoing
DEPARTMENT:	Primary Healthcare
LOCATION:	Banyan Street Medical Centre, Kepler Street Co-op, or where else required.
CURRENT INCUMBENT:	VACANT
REPORTS TO:	Clinical Coordinator
OTHER POSITIONS THAT REPORT TO THIS POSITION:	N/a
KEY RELATIONSHIPS:	External agencies. Clients.
DATE PREPARED:	13 December 2021

PRIMARY OBJECTIVES OF THE POSITION

The purpose of this role is to work with people who inject drugs (PWID) to reduce the harms that may be associated with the use of illicit drugs and to improve their health and well-being, operating in accordance with best practice, by:

- Provide injecting equipment including needles/syringes, swabs, and sharps containers; in conjunction with
- Education on safer drug use and safer sex;
- Appropriate disposal of used equipment.

DUTIES & RESPONSIBILITIES

Needle Syringe Program

- Provide a range of injecting equipment including needles/syringes (NS), Medi swabs, sharps containers, condoms, and lube in conjunction with resources and information on overdose prevention, HIV and Hepatitis B & C prevention and treatment options, information, and materials on safer sex and on safe disposal.
- Ensure required level of stock is maintained in an orderly manner.
- Strictly adhere to the GAC and Australian Infection Prevention and Control Guidelines.



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- Participate in needle/syringe retrievals and monitor the area for inappropriate drug use and discarded equipment.

Alcohol and Drug Program – general duties

Support work for the AOD clinicians as applicable, by:

- Assessing and monitoring clients who present at the service at risk of overdose and/or who manifest other signs of high level or risky substance use.
- Having a knowledge and understanding of harm reduction and prevention, providing information or referral on good health, nutrition and diet, sexual health education, HIV, hepatitis prevention and hepatitis C treatment options and relapse prevention etc.
- Provision upon request of referral information and supported referral to a range of other health, welfare, legal, housing and drug treatment services.
- Routinely collecting data and providing reports to Department of Health, GAC, and others on request.
- Contributing to the development and maintenance of an innovative AOD service delivery.

APPLICABLE TO ALL GAC EMPLOYEES

Leadership

- Be a positive role model for GAC, utilising training and experience to enhance employee satisfaction levels, leading to greater productivity.

Effective Delegation/Time Management

- Manages own time and where applicable effectively delegates.

Financial

- Where required, budgets are maintained or input provided, costs are minimised through intelligent spending, and reported on as required.

Confidentiality & Privacy

- Confidentiality and privacy of all information obtained is maintained.

Behaviours



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- At all times adhere to GAC's Code of Ethics and Professional Conduct and Equal Employment Opportunity policies and have a zero tolerance to discrimination, bullying and harassment.

Quality Control

- Work in accordance with all relevant GAC's Quality systems.

Safety

- Be a positive role model for other employees in the matter of Occupational Health & Safety.

Environmental

- Commitment to and active promotion of GAC's Sustainable Business Growth (Environmental) Policy.

CULTURAL SAFETY

Gunditjmara Aboriginal Cooperative Limited is a culturally safe workplace. This means that the incumbent must always meet the expectations of cultural safety, including:

- Shared respect, Shared meaning, and Shared knowledge.
- Learning together with dignity and truly listening.
- Supporting strategic and institutional reform to remove barriers to the optimal health, wellbeing, and safety of Aboriginal people. This includes eliminating unconscious bias, racism, and discrimination, and the support of Aboriginal self-determination.
- Where possible, and within the incumbent's powers, share decision-making and governance, and resources with other Aboriginal communities and organisations.

CHILD SAFETY

Child Safety is embedded at every level of GAC – from its employees to its policies and procedures (ie how we conduct out work), its governance and its culture.

GAC is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. There is a requirement that the incumbent always has in place whilst working at GAC a current National Police Check and Working with Children Check (and such other checks that GAC may mandate from time to time).

Where the incumbent's role involves working with children and young people they must be informed about their rights, participate in decisions affecting them and be taken seriously.



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DIVERSITY & INCLUSION

GAC is committed to ensuring that people who are employed at, or use our services, have a safe place to work/visit. It is therefore an essential requirement of positions that we provide a positive working/client experience regardless of a person's religion, gender, sexual orientation, and/or socio-economic background.

The incumbent, as a condition of working at GAC must:

- Embrace and foster diversity.
- Recognise and overcome personal biases.
- Be respectful and value everybody's contribution – regardless of whether they differ from what some would consider the social "norms".
- Assist GAC to foster a work culture that allows employees to be themselves at work without fear.

Above all, never discriminate – either directly or indirectly – against any person because they may differ from you. It is also a requirement that where the incumbent observes discriminatory behaviour, they must immediately report it to their supervisor.

FAMILY VIOLENCE

Undertake the appropriate level of The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM) training. The level of training will be determined by GAC and will be based on your level of responsibility.

The training will allow the incumbent to:

- Respectfully, sensitively, and safely engage with clients.
- Identify family violence.

Where family violence is suspected, the incumbent will discretely advise their manager who will then refer the matter to the appropriate family violence practitioner.

KEY SELECTION CRITERIA:

Qualifications, Knowledge, Skills and Experience	Essential <ul style="list-style-type: none">• Training (or willingness to undertake training) in Cert IV AOD/ 4 Core Competencies and a current First Aid Certificate.• Computer skills including the use of MS-Office based systems.
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	<ul style="list-style-type: none"> • Demonstrated understanding of harm minimisation policy and harm reduction in relation to illicit drug use and health. • Demonstrated understanding and knowledge of the range of issues that impact people who use illicit drugs and relevant support strategies. • Understanding of co-occurring drug use and mental health and harm reduction in the context of illicit & other drugs and risks associated with the use of these. • Knowledge of local agencies and services relevant to the client group. • Excellent interpersonal skills, including conflict resolution and negotiation, and the ability to communicate effectively with people from diverse cultural and social backgrounds. • Ability to multi task, prioritise effectively and achieve quality outcomes in a busy, client focused environment. • Ability to work as part of a team as well as independently with minimal supervision. <p>Desirable</p> <ul style="list-style-type: none"> • Identify as being of Aboriginal or Torres Strait Islander. • A certificate, diploma or degree in Welfare, Community Development, Social Work, Community Services.
Communication skills	<ul style="list-style-type: none"> • Able to communicate with clients, management, and employees in an effective manner. • Ability to act cooperatively, reasonably and in a friendly manner to promote workplace harmony and team effectiveness. • Write reports and correspondence in field of expertise.
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated. • Innovative, forward thinking. • Prepared to learn and develop. • Team orientated. • Customer focused.



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	<ul style="list-style-type: none"> • Able to present themselves and their work in a way that enhances the public image of GAC. • Willing to try new ideas and participate in change. • Focused on health and safety in their work. • Able to be self-managing.
Specific Conditions/Restrictions	<ul style="list-style-type: none"> • Must comply with reference and qualification checks prior to employment (and present originals of qualification updates for copying and updating of training registers). • Must be physically and mentally capable of carrying out duties of the position. • Must comply with GAC's Immunisation policy which mandates Covid-19, Flu, and various childhood vaccine preventable diseases. • Able to pass and maintain: <ul style="list-style-type: none"> ○ A National Police check (at the organisation's expense). ○ A Victorian Employee Working with Children Check (at the organisation's expense). ○ Other probity checks as may be mandated from time-to-time. ○ Current Victorian Driver's License. • This role may require some out-of-hours' work.

Sign here x	Sign here x
Ashley Couzens CEO	Incumbent (Print name)
Date:	Date:



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Pre-employment Health Declaration Form

PART A: The job

The following is indicative of the inherent requirements of the position. Insofar as it will not have any negative effects on the individual's or their work colleague's safety or where not practical, reasonable accommodations will be considered. This form should be signed off by the incumbent and will be relied upon for assessing a job applicant's ability to perform the duties and in claims made for workplace injury.

Job title	HARM MINIMISATION WORKER		
List of machinery/equipment to be operated/used.	Usual office equipment.		
Physical component of the job is:	<input type="checkbox"/> High	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Low
Mental component of the job is:	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
List any special requirements:	<ul style="list-style-type: none"> • Fast-paced environment. • Competing demands. • High level of resilience. 		

	Hourly	Daily	Monthly	Infrequently	None
Physical demands					
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending neck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting neck	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending waist (forward or sideways)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting (crouch or sit on one's heels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive arm/wrist use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive foot use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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	Hourly	Daily	Monthly	Infrequently	None
Reaching above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching below shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision					
Colour matching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyesight (short/long)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using computer screen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mental demands

In each category below are examples of possible demands for a job's essential functions. The scale is by degree of complexity, not the frequency of the task (remember this is the job requirements, not the person):

1 = Not applicable

5 = Very applicable

A. Comprehend & follow instructions:

(Eg: Must understand & follow a set of clear oral and/or written procedures).	1	2	3	4	5	(Eg: Works with little need for guidance or reliance on oral written requirements).
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B. Perform assigned tasks:

(Eg: Performs repetitive tasks).	1	2	3	4	5	(Eg: Performs a wide range of tasks as dictated by variable demands and changing conditions).
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C. Maintain an appropriate work pace:

(Eg: Must adhere to a provided work schedule to meet a set of qualitative production standards).	1	2	3	4	5	(Eg: Is free to plan work assignments & schedule to meet long-term goals & objectives).
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D. Perform complex or varied tasks:

(Eg: Performs simple tasks that vary little from day to day).	1	2	3	4	5	(Eg: Performs a wide range of complex tasks with little predictability as to their occurrence).
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E. Relate to others:

(Eg: Has little interaction with co-workers).	1	2	3	4	5	(Eg: Relates sensitive information to diverse groups).
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F. Influence people:

(Eg: Does not need to obtain cooperation from co-workers to accomplish assigned tasks).	1	2	3	4	5	(Eg: Must work with diverse groups to obtain consensus on complex issues).
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G. Make decisions:

(Eg: Implements others' decisions/procedures with little judgement required).	1	2	3	4	5	(Eg: Must independently apply abstract principles to solve complex conceptual issues).
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H. Direct, control & plan:

(Eg: Does not manage or supervise projects or people).	1	2	3	4	5	(Eg: Must independently manage a large group performing varied tasks).
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I. Interact with public or business in written form:

(Eg: May write simple memos to co-workers).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
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J. Communicate orally:

(Eg: Must relay simple information orally).	1	2	3	4	5	(Eg: Must write letters to explain complex issues or persuade managers/employees).
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PART B: Employee Declaration

<p>Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position? In answering this question "Yes" or "No" you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please provide details:</p>
<p>Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment? "Existing" is a condition for which treatment is still being received. Pre-existing is where an injury or condition(s) are present, but treatment is not required. If yes, please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?</p>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please provide details:</p>



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Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace? If yes, what specific adjustments or modifications can be made (if any) to ensure your workplace is safe and without further risk to your health?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details:

In understanding the above job requirements, I declare that I am physically and mentally capable of carrying out the duties of the position and in accordance with our Alcohol & Other Drugs policy (that requires zero tolerance to employees presenting with alcohol or drugs in their system) that I may be required to undertake drug and/or alcohol testing at any time.

In understanding the job requirements, should I not disclose to Gunditjmara Aboriginal Cooperative Limited any medical condition that I subsequently claim to be work related, Gunditjmara Aboriginal Cooperative Limited reserves the right to reject any claim for workers compensation and terminate my services.

Section 41 the *Workplace Injury Rehabilitation and Compensation Act 2013* (Victoria) provides that failure to make such a disclosure or the making of a false or misleading disclosure “...any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation...”

Signatures

Employee	
Print name	
Signature	
Date	

Office use only

Checked and approved by:	
Print name	
Signature	
Position title	
Date	