

<b>Job Title:</b>	Needle and Syringe Exchange Program (NSEP) Worker		
<b>Program:</b>	NSEP		
<b>Level/Salary Range:</b>	Guided by Federal SCHCDS Industry Award Level 3	<b>Hours Per Week:</b>	13
<b>Location:</b>	21-22, 7 Aberdeen Street Perth	<b>Position Type:</b>	Part Time
<b>Position Reports To:</b>	NSEP Coordinator		
<b>Address Applications to:</b>		<b>Application Closing Date:</b>	
NSEP Coordinator <a href="mailto:nsep@harmreductionwa.org">nsep@harmreductionwa.org</a>		Close of Business Tuesday 11 <sup>th</sup> October 2022	
		<b>More Information:</b>	
		<a href="mailto:nsep@harmreductionwa.org">nsep@harmreductionwa.org</a> (08) 9325 8387	
<b>OVERVIEW</b>			
<p>Peer Based Harm Reduction WA is a state-wide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. Peer Based Harm Reduction WA is staffed and governed by people who may have/have had personal experience of substance use and people who have an interest in substance use issues and who support Peer Based Harm Reduction WA's practice and principles.</p> <p>Programs and services are delivered within a social health and community development framework underpinned by harm reduction and peer education. Peer Based Harm Reduction WA provides a non-judgmental space for PWUD to access a range of services.</p> <p>Peer Based Harm Reduction WA's services encompass a Needle and Syringe Exchange Program (NSEP) and safe disposal; information and peer education on safer drug use; safe sex; hepatitis C and other blood borne viruses; a health clinic including the provision of hepatitis C treatment; peer education programs such as overdose prevention management and hepatitis C education; and supported referral to drug treatment, legal, social, welfare and other health services. Peer Based Harm Reduction WA operates an outreach peer education and support service and tailors information and education sessions in response to requests from various alcohol and other drug and health related service providers and educational facilities.</p> <p><b>Peer Based Harm Reduction WA operates from two fixed site locations: Aberdeen Street in Perth and Bunbury.</b></p>			
<b>ACCOUNTABILITY</b>			
<p>Peer Based Harm Reduction WA is governed by a Board of Management (BOM) and the Chief Executive Officer (CEO) reports to the BOM. This position reports in the first instance to the NSEP Coordinator, who reports to the CEO.</p> <p>All staff and Committee members are accountable for providing and ensuring programs and services remain accessible and equitable to people who need and use them. Peer Based Harm Reduction WA is an accredited organisation against the Standard on Culturally Secure Practice (AOD sector).</p>			

## ROLE AND RESPONSIBILITIES

### Position Objective:

To provide a consumer focused NSEP service at Peer Based Harm Reduction WA's fixed site Perth to facilitate access to harm reduction equipment, information and education services for people who inject drugs in Western Australia.

### Key Tasks:

- Liaise with the NSEP Coordinator on all aspects of NSEP service delivery.
- Support the NSEP Coordinator to produce content for service reports.
- Research: active involvement in research and evaluation, projects including the administration and implementation of surveys, maximising consumer participation.
- Support opportunities to deliver a range of health and harm reduction initiatives that meet consumer needs including education, intervention and referral
- Support the development of opportunities to maximise engagement with service users and increase their sense of ownership of the service.
- Support the NSEP Coordinator with the recruitment, selection, induction and the development of training for new volunteers and students.
- Assist in the collection of NSEP statistics and maintain data records for reports and other purposes.
- Assist in ordering stock, maintain stock supplies & postal orders
- Ensure safe storage and disposal of returned, used injecting equipment.
- Safely handle cash from sale of consumables.
- Support consumers to access the range of Peer Based Harm Reduction WA services that meet the consumers needs.
- Other duties as requested & required

### Policy & Procedures

- Provide input and feedback in the development of policies and procedures for the NSEP and contribute to the development of Peer Based Harm Reduction WA's policies and procedures, as and when instructed by line management.
- Undertake all duties in accordance with Peer Based Harm Reduction WA's policies and procedures; Standard on Culturally Secure Practice (AOD Sector); WA Department of Health and other government policies, legal and other statutory obligations.

### Team Development

- Promote team work and participate in team-building activities.
- Commit to appropriate training and professional development when offered.
- Actively participate in staff meetings, team meetings, supervision, service planning, in-service workshops etc.
- Support research and other activities Peer Based Harm Reduction WA participates in from time to time where releavent.

### Reporting/Administrative

- Assist in the collection of data to inform the preparation of Service reports in accordance with Service Agreements.
- Collect and check the integrity of consumer data in accord with Servcie Agreements and all other Peer Based Harm Reduction WA's data collection procedures.

- Provide verbal reports in relation to the NSEP as required.
- Complete timesheets, leave and other application forms.

**Information and Resource production**

- Assist in the development of and produce content for information and educational materials related to the position as required.
- Participate with other Peer Based Harm Reduction WA's staff in production of other educational and promotional resources including service brochures.

**SELECTION CRITERIA**

**Essential:**

- Demonstrated high level of competency in Microsoft Office suite: Excel, PowerPoint, Publisher, Word and Outlook.
- Qualifications in relevant human services field and/or demonstrated experience in a similar role or equivalent life experience.
- Sound understanding of the principles of harm reduction in relation to blood borne viruses (BBV's) and safer injecting drug use.
- Passion and enthusiasm for NSEP and harm reduction
- Excellent customer service, communication, interpersonal and conflict resolution skills.
- Demonstrated written communication & problem solving skills.
- Demonstrated knowledge of health promotion, community development and peer education principles.
- Excellent organisation skills.
- The ability to work both autonomously and as part of a team.

**Desirable:**

- Knowledge of WA Government Drug Policies and Action Plans.
- Knowledge of WA Drug Treatment Sector and treatment agencies.
- Previous experience working in a peer-based AOD service or previous experience working in Needle and Syringe Programs.
- Demonstrated ability to conduct workshops and training.

**OTHER INFORMATION**

- 6 month probationary period will apply.
- Salary packaging is available to employees.
- Hours of work are in accordance with the NSEP opening hours and may include occasional after hours and weekend shifts.
- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with Peer Based Harm Reduction WA policy.

**Applicants are required to:**

- Read and understand the Position Description and Selection Criteria
- Write a response to each of the selection criteria (maximum 2 pages).
- Provide an up-to-date Resume and Cover Letter

**Please note that applications must address the Selection Criteria to be considered.**

For more information on the position please contact Kevin Winder on (08) 9325 8387 or via email [nsep@harmreductionwa.org](mailto:nsep@harmreductionwa.org)

**Applications close, Tuesday 11<sup>th</sup> October 2022.**

Reviewed By:	NSEP Coordinator	Date:	28/9/2022
Approved By:		Date:	

Last Updated By:		Date/Time:	
------------------	--	------------	--