

<b>Job Title:</b>	<b>NSEP Support Worker</b>		
<b>Program:</b>	Needle and Syringe Exchange Program		
<b>Level/Salary Range:</b>	Guided by Federal SCHCDS Industry Award Level 2.1	<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>	
Kevin Winder <a href="mailto:nsep@harmreductionwa.org">nsep@harmreductionwa.org</a> PO Box 8003 Perth WA, 6849		Tuesday 11 <sup>th</sup> October 2022	
		<b>More Information:</b>	
		N/A	
<b>OVERVIEW</b>			
<p>Peer Based Harm Reduction WA (PBHRWA) is a statewide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. PBHRWA 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 PBHRWA'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. PBHRWA provides a non-judgmental space for PWUD to access a range of services.</p> <p>PBHRWA's services encompass a Needle and Syringe Exchange Program (NSEP) and safe disposal, information and peer education on safer drug use, safer sex, hepatitis C and other blood borne viruses, health clinics including mobile health clinics, and supported referral to drug treatment, legal, social, welfare and other health services. PBHRWA operates an outreach peer education and support service and tailors information and education sessions in response to requests from various drug and health related service providers and educational facilities.</p> <p><b>PBHRWA operates from two fixed site locations: Aberdeen Street in Perth and Bunbury.</b></p>			
<b>ACCOUNTABILITY</b>			
<p>PBHRWA is governed by a Committee of Management (COM) and the Chief Executive Officer (CEO) reports to the COM. 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. PBHRWA is an accredited organisation against the Alcohol and other Drug and Human Services Standard.</p>			
<b>ROLE AND RESPONSIBILITIES</b>			
<b>Position Objective:</b>			
To provide a consumer focused NSEP service at PBHRWA's fixed site Perth to facilitate access to harm reduction equipment, information and education services for PWID in Western Australia.			

**Key Tasks:**

- Liaise with the NSEP Coordinator on all aspects of NSEP service delivery.
- 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.
- Assist in the collection of NSEP statistics and maintain data records for reports and other purposes.
- Maintain NSEP stock supplies & assist with postal orders where required.
- Ensure safe storage and disposal of returned, used injecting equipment.
- Safely handle cash from sale of consumables.
- Support consumers to access the range of PBHRWA services that meet the consumers needs.
- Promote PBHRWA services and programs with NSEP consumers, including the health clinics.
- 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 PBHRWA's policies and procedures, as and when instructed by line management.
- Undertake all duties in accordance with PBHRWA's policies and procedures; the Alcohol and other Drug and Human Services Standard; WA Department of Health and other government policies, legal and other statutory obligations.

**Team Development**

- Promote teamwork 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 consumer participation in surveys and other activities PBHRWA participates in from time to time where relevant.
- Develop a knowledge of the National Drug Strategy; WA Government Drug Policies and Action Plans; WA Drug Treatment Sector and treatment agencies; State and National BBV/STI Strategies.

**Reporting/Administrative**

- Assist in the collection of data to inform the preparation of service reports in accordance with Service Agreements.
- Collect relevant consumer data in accordance with service agreements reporting requirements and all other PBHRWA'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 information and educational materials related to the position as required.

- Participate with other PBHRWA's staff in production of other educational and promotional resources including service brochures.

#### SELECTION CRITERIA

##### Essential:

- Qualifications in relevant human services field and/or demonstrated experience in a similar role or equivalent life experience.
- An understanding of the principles of harm reduction in relation to blood borne viruses (BBV's) and safer injecting drug use.
- Excellent customer service, communication, interpersonal and conflict resolution skills.
- Written communication & problem solving skills.
- Knowledge of health promotion, community development and peer education principles.
- Excellent organisation and time management skills.
- Commitment and capacity to reliably cover weekend shifts.
- The ability to work both autonomously and as part of a team.
- Computer competency in Microsoft office suite, outlook and internet.

##### Desirable:

- Previous experience working in a peer-based AOD service or previous experience working in Needle and Syringe Programs.

#### 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.
- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with PBHRWA's policy.

##### Applicants are required to:

- Read and understand the Position Description
- Consider requirements for the position in the selection criteria.
- Write a letter, expressing your interest and suitability for the position (maximum of 2 pages).
- Provide an up-to-date Resume

**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:	22/7/2022
Approved By:		Date:	
Last Updated By:		Date/Time:	