

WANADA Aim:

To enhance health and well-being of all Western Australians by:

- reducing the harms associated with alcohol and other drug use; and
- enabling a strong and viable alcohol and other drug service system.

WANADA Purpose:

To lead a shared voice within the specialist alcohol and other drug service sector that drives positive change needed to achieve best community outcomes.

WANADA Strategic Priorities:

- Provide an informed voice to influence effective alcohol and other drug service planning
- Advance effective approaches to minimise the impact of stigma and discrimination
- Drive sector implementation of, and policy support for, the principles of self-determination
- Lead a coordinated approach to sector-wide development that enhances best practice and equitable access



Western Australian Network of
Alcohol & other Drug Agencies

Sector Quality Coordinator:

Position Description

November 2022

Position Title:	Sector Quality Coordinator
Responsible to:	Systems Support Manager
Employment Basis:	As per contract
Salary	As per contract Terms and conditions of employment comply with the relevant award (<i>'Social, Community, Home Care and Disability Services Industry Award 2010</i>) and will be set out in an individual contract of employment
Location:	Level 1, 1 Nash Street, Perth 6000

About WANADA

The Western Australian Network of Alcohol and other Drug Agencies Inc. (WANADA) is the peak body for the alcohol and other drug education, prevention treatment and support services in Western Australia.

WANADA's purpose is to lead a shared voice within the specialised alcohol and other drug sector that drives positive change needed to achieve best community outcomes.

Key Responsibilities

The Sector Quality Coordinator will work with the WANADA team to action WANADA's priorities, specifically leading a coordinated approach to sector-wide development that enhances best practice and equitable access.

Organisation level responsibilities:

- Work within the values and principles and positive culture of the organisation and demonstrate a commitment to cultural security.
- Comply with all organisational policies and procedures, legislation and agreements including occupational health and safety, with a focus on the continuous quality improvement of all WANADA activities.
- Participate as a team member and assist and support other WANADA projects, activities and events where required.

Position Objectives:

The Sector Quality Coordinator, under the direction of the Systems Support Manager, will assist WANADA in:

- supporting sector organisations in their quality processes, including support for certification readiness
- updating and developing, as appropriate, quality and capability building support resources
- coordinating the implementation of quality and capability building initiatives within sector and cross-sector organisations
- contributing to relevant projects, including those related to evidence-based practice, that may inform continuous improvement of practice of alcohol and other drug and other relevant human services

Reporting relationships:

The Sector Quality Coordinator reports to WANADA's Systems Support Manager.

Accountabilities and Performance Indicators:

SECTOR QUALITY	
<i>Accountabilities</i>	<i>Performance Indicators</i>
WANADA Standard	<ul style="list-style-type: none"> • Revise and maintain register of opportunities for improvement for the Alcohol and other Drug and Human Services Standard and its Interpretive Guide • Collate tools and resources that enable the application of evidence-based practice and continuous improvement • Supporting sector organisations' quality processes
Coordinate and support Sector Capability Building	<ul style="list-style-type: none"> • Coordinate and support the implementation/application of a range of relevant capability tools within the WA alcohol and other drug sector – specifically the Co-occurring Capability Review Tool (CCRT), Intersecting Capability Review Tool (ICRT) and Hepatitis C Virus Care Capability in Alcohol and other Drug Treatment Tool (HCVCAT) • Collaborate across relevant sectors to support alcohol and other drug capability building • Develop and maintain a register of barriers and enablers to capability building, with the purpose of informing collective initiatives for sector(s) development • Collate resources and maintain awareness of relevant evidence-based training that supports capability building within sector services, with a particular focus on cultural responsiveness
Relevant project input	<ul style="list-style-type: none"> • Actively identify links between, and contribute as relevant to, other WANADA projects and activities • Contribute to funding submissions as necessary

Key Selection Criteria

Essential:

1. Excellent interpersonal and communication skills, including high level written and oral presentation skills
2. Demonstrated experience in quality processes including systems enhancement and implementation, and policy and procedure development
3. Demonstrated coordination skills – ability to lead, motivate and support engagement and implementation of initiatives
4. Sound understanding and demonstrated experience in supporting change management - capacity to, and interest in, organisation and sector development
5. Sound organisation skills – capacity to prioritise tasks and meet deadlines
6. Demonstrated ability to collaboratively in a small team environment
7. Relevant tertiary qualifications and/or demonstrated relevant experience in quality systems

Desirable:

8. Cultural awareness and experience in applying culturally responsive practice
9. Experience in the not-for-profit human services sector and understanding of alcohol and other drug issues and related policy
10. Understanding of peak body organisations and their role
11. Lead auditor qualification and practice
12. Psychosocial practice experience (e.g., alcohol and other drug counselling)