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| **Title** | **Drug Education & Support Worker** |
| **Reports to** | Youth Service Coordinator |
| **Direct reports** | None |
| **Award** | Social, Community, Home Care and Disability Services – Level 4 |
| **Essential qualification**  **prerequisites** | **Level 4 \*\***  *relevant four year degree with one years relevant experience*  *three year degree with two years of relevant experience*  *associate diploma with relevant experience*  *lesser formal qualifications with substantial years of relevant experience*  *attained through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake a range of activities*  *Employees undertaking specialised services will be promoted to this level once they have had the appropriate experience and undertake work related to the responsibilities under this level*  *Employees working as sole employees will commence at this level*  ***\*\*****Classification Definitions- Social and Community Services Employees MA000100* |
| **Employment conditions** | All staff must abide by PICYS agreed Codes of Conduct |
|  | All staff must provide the following documents prior to commencement of employment:   * Current Working with Children’s Check * National Police Clearance that is less than 6 months’ old * Documentation to demonstrate a right to work in Australia e.g. current passport, citizenship papers, valid working visa * Valid Driver’s Licence * Relevant Qualifications and current First Aid certificate |
|  | OHS: All employees will follow all OHS related policy and procedures to ensure a safe work place |
|  | Equal Opportunity: PICYS does not support work place harassment, intimidation or discrimination in any way |

**Purpose**

To provide direct services to young people in accordance with PICYS vision, mission and values.

**Acknowledged Alcohol and other Drugs specialist position**: To contribute AoD specialist knowledge, skills and possible peer lived experience to the Youth work staff and young people engaged in Household Network and PILLAR services. This will be focused on a Harm Reduction / Minimisation approach acknowledging Trauma Informed Care and Strengths based person centered flexible approaches.

**Duties**

Young People

* In conjunction with Youth Services Coordinators, interview potential young people for DESS intake.
* Will provide specialist consultation to all PICYS Youthworking staff.
* Work to maintain positive constructive professional high trust relationships with young people, this may include assertive engagement.
* Provide specialist support to nominated young people as identified by Youth Services Coordinators.
* Provide specialist AoD expertise knowledge, skills, counselling and coaching to the broader PICYS team as part of the collective approach to successfully supporting young people.
* Organise and facilitate Drug Education workshops for young people on relevant issues providing quality information in a positive learning environment.
* Participate as a Youthwork team member in delivery of BaseCamp as per Base Camp Maslow’s program logic.
* Initiate and provide Health and Wellbeing coaching and activities for residents in line with DESS objective and consumers interests
* Maintain contact with young people in the external network. Initiate contact where appropriate.

Program Development and Evaluation

* Identify desired outcomes and work towards these goals in conjunction with Coordinators and Executive Officer.
* Plan, organise and implement innovative programs for young people with the support of the Coordinators.
* Participate in PICYS Results Based Accountability and Most Significant Change evaluation and reflective practice methodologies

Reporting

* Ensure all statistics and data are kept accurately to ensure effective reporting.
* Prepare the 6 monthly progress report for the Service Coordinator and Executive Officer authorisation and distribution.
* Keep Coordinators informed of all allocated client’s status and progress on a regular basis and as required.

Administration

* Maintain general administration required to fulfil the position and contractual requirements
* Maintain positive intra agency professional relations to ensure a high productivity team focus

External Stakeholder Engagement

* Engage in the MHC community of practice for DESS workers
* Attend community meetings with other PICYS staff to represent and promote PICYS if required in an effort to achieve Community Outcomes
* Liaise with other PICYS programs and projects within PICYS and outside agencies, and attend relevant meetings where required and appropriate.
* Assist Coordinator, as requested, to provide youth specific information to the wider community. This youth specific knowledge is provided through workshops, community presentations and working with the media. This would be a secondary level task, depending on capacity.

Students and Volunteers

* Assist Coordinator to provide support to volunteers/students as required and/or requested.
* Assist Coordinator volunteers/students with specialist information and advice. This information may be provided through workshops, meetings and support meetings.

Ways of Working

* Manage time appropriately, set priorities, plan and organise workload.
* Attend and positively contribute in staff meetings and supervision.
* Assist other program staff in a positive and collaborative fashion as required and necessary within PICYS.
* Contribute to the safety and upkeep of workplace.

Other

* Reasonable work requests by line Coordinator and/or Executive Officer.