

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

Project Officer - Aboriginal Community Controlled Sector Development: Job Description

August 2023

Position Title:	Project Officer - Aboriginal Community Controlled Sector Development
Responsible To:	Manager, Sector Quality
Employment Basis:	Full Time (or as negotiated)
Salary:	As per contract
	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.

WANADA's Strategic Priorities include *driving sector implementation of, and policy support for, the principles of self-determination with an aim to improve the health and social wellbeing outcomes for Aboriginal peoples.*

Position Description

The Project Officer - Aboriginal Community Controlled Sector Development (Project Officer), position is a 50D position under the Equal Opportunity Act (1984).

The Project Officer will work under the direction of, and report to, the Manager Sector Quality. The position will be supported by the establishment of cultural advisors and network.

The Project Officer - Aboriginal Community Controlled Sector Development, will contribute to the effective roll-out of the Alcohol and Other Drug (AOD) Certification Readiness Project (The Project). The Project supports Aboriginal Community Controlled Organisations, including Aboriginal Health Services, to extend their existing service provision to include quality alcohol and other drug responses, through capability development and certification to the Alcohol and Other Drug and Human Service Standard (AODHSS).

As a valued staff member of the WANADA team, a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA's continuous quality improvement, and support other team members as needed. All WANADA staff are required to further the organisation's strategic directions and meet relevant contractual requirements.

The key responsibility of the position is to support a culturally secure and planned approach to the achievement of the position objectives.

Project Officer - Aboriginal Community Controlled Sector Development, Position Objectives

1. Support the Alcohol and Other Drug Certification Readiness Project (the project)
 - Support the Manager, Sector Quality in the development and implementation of the project.
 - Work in collaboration with the project partner, the Aboriginal Health Council of WA and the Project Officer appointed to support the Project.
 - Engage with project participants (Aboriginal Community Controlled Organisations (ACCO's) and Aboriginal Community Controlled Health Services (ACCHS) to assist in
 - identifying alcohol and other drug response opportunities
 - development of culturally secure quality processes.
 - Support ongoing project development and implementation opportunities to ensure project goals and outcomes are achieved.
 - Provide input into reporting requirements related to the project.
 - Support the evaluation of the project.
 2. Support relationships with key stakeholders including (but not limited to)
 - Aboriginal Health Council of WA (AHCWA)
 - Aboriginal Community Controlled Health Services (ACCHS) engaged in the Project.
 - Aboriginal Community Controlled Organisations (ACCOs) engaged in the Project.
 - Other potential ACCO's/ACCHS who are well placed to participate in the Project.
 - Strong Spirit Strong Mind workforce development team at the Mental Health Commission.
 - Aboriginal-specific services within the alcohol and other drug sector.
 - Looking Forward Moving Forward research and Elders team, alongside Elders supporting WANADA.
 3. Support alcohol and other drug workforce development opportunities for participating Aboriginal Community Controlled Organisations (ACCO's and ACCHS).
 - Support analysis of project participant capacity and workforce development needs to provide appropriate alcohol and other drug responses, consistent with the project scope and goals.
 - Source, and support development of culturally secure alcohol and other drug-related information and resources, consistent with the project scope and goals.
 - Support development of, and/or links to culturally secure alcohol and other drug peer support groups for service staff providing alcohol and other drug responses.
 4. Other duties as needed to support WANADA team activities, and as reasonably required by the Manager Sector Quality, or the CEO.
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Accountabilities and Performance Indicators:

Aboriginal Community Controlled Sector Development	
<i>Accountabilities</i>	<i>Performance Indicators</i>
Support development & implementation of the project	<ul style="list-style-type: none"> • Provision of Aboriginal cultural knowledge, and alcohol and other drug response expertise to all aspects of the project, in collaboration with the project partner (AHCWA) and participating services.
Support relationships	<ul style="list-style-type: none"> • Support and expand established relationships to ensure project success and sustainability of outcomes.
Support capability building	<ul style="list-style-type: none"> • Support collaboration across relevant sectors and services, guided by a culturally secure approach. • Support analysis of alcohol and other drug capability within ACCO's and ACCHS to inform culturally secure strategic planning and service supports. • Contribute to the register of barriers and enablers to alcohol and other drug capability building, consistent with the project scope. • Support collation of resources and awareness of relevant evidence-based training that supports capability building within sector services and project participants.
Relevant project input	<ul style="list-style-type: none"> • Contribute as relevant to other WANADA projects and activities.

KEY SELECTION CRITERIA

Essential:

1. Aboriginality is a genuine requirement for this 50(D) position under the Equal Opportunity Act (A) 1984 (WA). To apply you must be of Aboriginal descent, identify as such, and be recognised by the community.
2. A considered, and positive approach to work, with willingness to learn, take initiative and continuously improve and reflect on ways of working.
3. Experience, or awareness of alcohol and other drug services.
4. Capacity to work with Aboriginal workers and services across WA, with the ability to travel.
5. Good interpersonal and communication skills, including written skills.
6. Demonstrated time management, planning and organisation skills.

Desirable:

7. An understanding of Aboriginal Community Controlled Organisations (ACCOs), specifically Aboriginal Community Controlled Health Services and other ACCOs that intersect with the alcohol and other drug sector.
8. Understanding of quality and governance processes.
9. Experience working in the alcohol and other drug sector.