

SM Job Description for AOD Prevention Officer

Date:	4/03/2020
Position Title:	AOD Prevention Officer
Reports to:	Regional Manager WCADS
Classification	4

SECTION 1: PURPOSE OF THIS JOB:

The role of this position is to take a lead role in the development, implementation and evaluation of evidence based prevention strategies to reduce and prevent AOD related harms at a local and regional level. This requires liaison with a wide range of government and non-government agencies, professionals and community groups on alcohol and drug prevention initiatives throughout the Wheatbelt region.

SECTION 2: KEY WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Regional Manager	Community groups
Clinical Supervisors	Mental Health Commission
General Manager Operations	Other government and non-government agencies
Counsellors	Health and community practitioners
	Educational institutions

This job description form (JDF) contains the key outcomes and responsibilities for this position. The JDF provides an indication of overall focus and is not intended to be a complete list of specific tasks and duties.

SECTION 3: KEY OUTCOMES:

1. Prevention development and implementation
2. Advocacy
3. Other duties

1. Prevention development and implementation

Key Responsibilities
<ul style="list-style-type: none"> • Lead the development/review and implementation of Alcohol and Other Drug Management Plans (including volatile substance use plans where appropriate), and Community Wellbeing Plans. Where required this includes chairing AOD management groups. • Lead and manage the development, implementation, and monitoring of evidence based AOD prevention strategies in partnership with the Mental Health Commission, other government and non-government agencies and the community. • Take a lead role in providing support to community groups to work at a local level to address identified AOD issues. • Establish an agreed prevention purpose across key stakeholders and where appropriate form community action groups with appropriate terms of reference. • Work effectively with other service providers and stakeholders including, Police, local, state and Commonwealth government representatives to ensure the diverse interests of the community are engaged. • Organise and conduct training for individuals and community groups to increase their capacity to undertake, support and evaluate alcohol and drug prevention activities in their local communities. • Conduct evaluation of programs and strategies to ensure continual adaption and program improvements. • Identify and analyse relevant AOD international, national, state and local research, information and data sources. • Support the regional delivery of the Mental Health Commission’s state-wide prevention campaigns including delivery of local media strategies, coordinating release of information to the community and promoting campaign messages through local forums and events. • Respond to requests for information on alcohol and drug issues and programs. • Research and prepare submissions, strategic planning and policy documents, and reports relating to alcohol and other drug prevention programs and projects.

2. Advocacy

Key Responsibilities
<ul style="list-style-type: none"> • Provide expert advice and advocate for appropriate policies, procedures and attitudes to reduce AOD related harm in the community. • Advocate for controls on accessibility to alcohol in communities where harm levels are high.

- Where required, provide expert statements on AOD related problems in areas to address liquor licensing issues when requested.

3. Other Duties

Key Responsibilities

- Adhere to all Holyoake policies, procedures and work instructions.
- Participate as a valued team member promoting and contributing to a supportive team environment.
- Maintain own professional development.
- Other duties as directed by the line manager.

SECTION 4: AUTHORITY LEVELS:

The AOD Prevention Officer operates under the general direction of the Regional Manager. This position has a degree of autonomy and responsibility in terms of the development, implementation and evaluation of AOD prevention strategies.

SECTION 5: COMPETENCY REQUIREMENTS:

SELECTION CRITERIA

Qualifications and Training:

- A tertiary qualification in health promotion, education, social science or approved equivalent.

Knowledge and Experience:

- Demonstrated experience in working with health and other community groups on education, health promotion and community action initiatives.
- Experience in or the ability to develop, implement, manage and evaluate alcohol and other drug prevention initiatives.
- Knowledge of the effects of drugs and alcohol on individuals, families and communities.
- Demonstrated knowledge and experience of working with Aboriginal people and communities in a culturally secure way.

Skills:

- High level of interpersonal and verbal communication skills, including negotiation and persuasion skills, and the ability to work with people in a variety of contexts and settings.
- Demonstrated ability to develop and deliver training to professionals and community groups.
- High level of written communication skills, including report writing.
- Effective time management and personal organisational skills.
- Ability to undertake research and effectively evaluate programs.

Other:

- Current National Police certificate
- Current WA Driver's license
- A current Working with Children Check if required
- Other security clearances if required

SECTION 6: ACCEPTANCE OF JOB DESCRIPTION:

Incumbent Name:

Incumbent Signature

Date

Unit Manager:

[Position Title]

Unit Manager Signature

Date

CHIEF EXECUTIVE OFFICER AUTHORISATION:

Signature:



Date:

04/03/2020