

Job Title:	NSEP Support Worker		
Program:	Southwest NSEP		
Level/Salary Range:	Guided by Federal SCHCDS Industry Award Level 2.1	Hours Per Week:	15
Location:	97 Spencer Street Bunbury 6230	Position Type:	Part Time
Position Reports To:	Southwest Community Development Worker		
Address Applications to:		Application Closing Date:	
Dr Susan Carruthers swcdw@harmreductionwa.org		4 th February 2021	
		More Information:	
		Dr Susan Carruthers swcdw@harmreductionwa.org	
OVERVIEW			
<p>Peer Based Harm Reduction WA is a state-wide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. Peer Based Harm Reduction WA 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 Peer Based Harm Reduction WA'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. Peer Based Harm Reduction WA provides a non-judgmental space for PWUD to access a range of services.</p> <p>Peer Based Harm Reduction WA's services encompass a Needle and Syringe Exchange Program (NSEP) and safe disposal, information and peer education on safer drug use, safe sex, hepatitis C and other blood borne viruses, a health clinic, overdose prevention programs, pharmacotherapy advice and supported referral to drug treatment, legal, social, welfare and other health services. Peer Based Harm Reduction WA operates an outreach peer education and support service and tailor's information and education sessions in response to requests from various drug and health related service providers and educational facilities.</p> <p>Peer Based Harm Reduction WA operates from two fixed site locations: Aberdeen Street in Perth and 97 Spencer Street in Bunbury.</p>			
ACCOUNTABILITY			
<p>Peer Based Harm Reduction WA is governed by a Board of Management (BOM) and the Chief Executive Officer (CEO) reports to the BOM. This position reports in the first instance to the Community Development Officer, who reports to the Outreach 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. Peer Based Harm Reduction WA Peer Based Harm Reduction WA is an accredited organisation against the Standard on Culturally Secure Practice (AOD sector)</p>			
ROLE AND RESPONSIBILITIES			

Position Objective:

To provide a consumer focused NSEP service at Peer Based Harm Reduction WA's fixed site and mobile service in the Southwest to facilitate access to harm reduction equipment, information and education services for PWID in the Southwest region.

Key Tasks:

- Liaise with the Southwest Community Development Worker on all aspects of NSEP service delivery.
- Deliver a range of harm reduction brief interventions that meet consumer needs including education, intervention and referral
- Support engagement of service users and increase their sense of ownership of the service.
- Assist in the collection of NSEP statistics.
- Support in receiving NSEP stock, maintain 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 Peer Based Harm Reduction WA services that meet the consumers' needs.
- Other duties as requested & required

Policy & Procedures

- Provide input and feedback on policies and procedures for the NSEP and contribute to the development of Peer Based Harm Reduction WA's policies and procedures, as and when instructed by line management.
- Undertake all duties in accordance with Peer Based Harm Reduction WA's policies and procedures; Standard on Culturally Secure Practice (AOD Sector); WA Department of Health and other government policies, legal and other statutory obligations.

Team Development

- Participate as a team member and 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 involvement with surveys and other activities Peer Based Harm Reduction WA participates in from time to time where relevant.

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 accord with Service Agreements reporting requirements and all other Peer Based Harm Reduction WA'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

- Review and provide feedback with other Peer Based Harm Reduction WA'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.
- Sound 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.
- Demonstrated written communication & problem solving skills.
- Demonstrated knowledge of health promotion, community development and peer education principles.
- Excellent organisation skills.
- The ability to work both autonomously and as part of a team.
- Current C Class driver's license.

Desirable:

- Knowledge of WA Government Drug Policies and Action Plans.
- Knowledge of WA Drug Treatment Sector and treatment agencies.
- Previous experience working in a peer-based AOD service or previous experience working in Needle and Syringe Programs.
- Demonstrated ability to conduct workshops and training.
- Computer competency in Microsoft office suite, outlook and internet.

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 and may include occasional after hours and weekend shifts.
- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with Peer Based Harm Reduction WA's policy.

Applicants are required to:

- Read and understand the Position Description
- Write a brief letter expressing your interest in the position. The letter should contain brief responses to the Essential Selection Criteria (maximum 1 ½ pages).
- Provide an up-to-date Resume

Reviewed By:	CEO	Date:	18/1/2021
Approved By:	CEO	Date:	26/10/2019
Last Updated By:	CEO	Date/Time:	26/10/2019