



## POSITION DESCRIPTION - Alcohol and Other Drug (AOD) Trainee

### Part 1 – Expectations for Your Role

<b>Position</b>	Alcohol and Other Drug (AOD) Trainee
<b>Service / Program</b>	Mental Health & AOD
<b>Industrial Instrument</b>	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
<b>Instrument Classification</b>	Level 2
<b>Reports to</b>	Team Leader
<b>Effective Date</b>	March 2025

### Key Deliverables

- **Apply Recovery-Oriented Principles:** Work within recovery, trauma-informed care, and mental health best practices under AOD (Alcohol and Other Drugs) staff guidance.
- **Develop and Monitor Learning Goals:** Collaborate with the Trainee Lead to set, track, and evaluate individual learning goals for professional growth.
- **Engage in Structured Learning:** Participate in TAFE coursework, workplace self-directed learning, clinical supervision, group practice, and skills-based workshops.
- **Gain Hands-On Experience:** Participate in shadow shifts, practical training, and operational tasks as directed by the Team Leader.
- **Complete Accurate Documentation:** Maintain and submit case notes, client assessments, service referrals, and group program plans in line with compliance standards.
- **Build Client Relationships:** Develop rapport and trust with clients through effective communication, motivational interviewing, and group facilitation techniques.
- **Support Program Development:** Contribute to ongoing program evaluation, client feedback initiatives, and community engagement efforts.
- **Empower Clients in Recovery:** Assist clients in identifying personal strengths, adopting harm minimisation strategies, setting recovery goals, and building social/community connections.
- **Champion Client-Centred Care:** Promote and uphold recovery-focused values, ensuring inclusive and equitable support for all service users.
- **Encourage Self-Determination:** Foster healthy boundaries, self-care strategies, and resilience to support personal growth.
- **Respond to Crisis Situations:** Navigate crisis-driven environments, apply ethical decision-making skills, and implement trauma-informed de-escalation strategies.
- **Ensure Workplace Safety:** Prioritise workplace health and safety (WHS) by adhering to risk management protocols, incident reporting, and safe work practices.
- **Maintain Ethical Standards:** Uphold confidentiality, maintain professional boundaries, and ensure fair, respectful, and non-discriminatory client interactions.
- **Adhere to Organisational Policies:** Follow Each policies, procedures, and legal guidelines, including confidentiality, duty of care, and family violence risk assessment frameworks.

### Skills

- **Demonstrate Strong Interpersonal Skills:** Maintain a client-focused approach with an emphasis on understanding client needs.
- **Engage and Communicate Effectively:** Build rapport with individuals and stakeholders to support recovery goals through clear and compassionate communication.



- **Apply Problem-Solving Strategies:** Seek diverse information, adapt approaches as needed, and think critically in complex situations.
- **Demonstrate Openness to Growth:** Accept feedback and implement self-care strategies for continuous personal and professional development.
- **Show Compassion and Optimism:** Promote hope and resilience in interactions with clients and colleagues.
- **Adopt a Non-Judgmental Approach:** Provide client-centred support that respects diverse backgrounds and experiences.
- **Work Collaboratively:** Contribute flexibly and effectively as part of a multidisciplinary team.
- **Engage Authentically with Diverse Communities:** Interact with individuals from various cultural and social backgrounds with respect and inclusivity.
- **Value Lived Experience:** Recognise and incorporate personal experiences of substance use, mental health challenges, and family violence into empathetic support.

### Experience and Knowledge

- **Develop Knowledge of AOD Frameworks:** Expand understanding of Alcohol and Other Drugs (AOD) models, best practices, and evidence-based approaches.
- **Demonstrate Commitment to Social Justice:** Uphold human rights, trauma-informed care, harm minimisation, and social justice principles in practice.
- **Understand Family Violence and Child Safety:** Apply or be willing to undertake training related to family violence risk factors and child safety concerns.
- **Use Digital and Administrative Tools:** Show competency in Microsoft Office Suite and manage administrative and organisational tasks efficiently.

### Qualification/Registrations/Licences (*Mandatory only*)

- **Obtain Relevant AOD or Community Services Qualification:** Be enrolled in or completing an AOD-specific qualification, community services qualification, or Dual Diagnosis competencies (e.g., AOD Skill Set - CHCSS00093) for at least the first six months of the traineeship, or hold a Bachelor's degree in Counselling, Social Work, Criminology, Psychology, or a related field.
- **Hold or Obtain a First Aid Certificate:** Possession of a first aid certificate is desirable but not mandatory.
- **Hold a current driver's license:** Provide necessary driver's license documentation allowing you the ability to drive company fleet cars/mini bus.

### Physical Requirements

- **Work at a Computer for Extended Periods:** Ability to sit for 6 – 8 hours per day.
- **Navigate Office and Outreach Environments:** Able to walk upstairs, enter and exit a car, and stand for extended periods.
- **Adapt to Stimulating Workplaces:** Comfortable working in a noisy or highly stimulating environment.
- **Provide Outreach Support:** Willing to work across a variety of community settings as required, utilising a company fleet car and mini bus.
- **Work in an Office-Based Setting:** Capable of operating in a structured office environment.
- **Travel Between Locations:** Flexibility to attend different offices as required.
- **Perform Light Lifting Tasks:** Ability to lift up to 3 kg when necessary.



<b>POSITION DESCRIPTION - Employee</b>
<b>Part 2 – Expectations for Our Team</b>

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**Key Selection Criteria**

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.