

POSITION DESCRIPTION

Position:	Family Support Group Worker
Award:	Social, Community, Home Care and Disability Services Award
Reports to:	Program Manager Family Drug Help
Program Area:	Family Drug and Gambling Help
Agency	Self Help Addiction Resource Centre Inc.
Hours:	15.2 hours per week

Introduction

SHARC – The Self Help Addiction Resource Centre is a community based service with a unique approach to helping people affected by substance use problems. SHARC's programs include residential rehabilitation services for young people, help for families affected by drug use and gambling problems, and advocacy services for drug treatment service users and their families to have a voice in the alcohol and other drug sector.

Family Drug Help is a program that provides support to families and friends impacted by someone's drug and alcohol use and or gambling. Our approach to helping offers opportunities for emotional and practical support, information and education, and for skilled professional help.

Family Drug and Gambling Help has a number of programs including a telephone Helpline staffed by trained volunteers offering support and information to family members, self-help support groups for family and friends, InFocus education programs, family counselling, and BreakThrough education for families understanding addiction. Family Drug and Gambling Help is also involved in a number of exciting projects including working with families affected by problem gambling, and working with the Muslim community in north western Melbourne as part of a partnership of services funded by the Commonwealth.

Mission Statement

To provide opportunities for individuals, families and communities affected by addiction and related problems to achieve meaningful, satisfying and contributing lives.

Position Overview

The Family Support Group Worker assists in establishing, strengthening and maintaining support groups operated by SHARC. This includes facilitating the establishment of new groups, promotion, advertising and networking regarding referrals for these support groups in collaboration with the Family Support Group Coordinator. The role also involves peer lead

training, supervision and support. The position involves after hours work, and travel to metropolitan and regional groups.

Specific Duties and Responsibilities

- Participation in planning and development of Family Drug and Gambling Help support groups
- Develop and deliver twice yearly training for volunteer peer leads with the Support Group Coordinator.
- Attendance at support groups as required
- Provide supervision support for peer leads
- The coordination of venues as required
- Promotional activities
- Individual support of participants and referral
- Contribution towards the development of a resource base of external services for FDH
- Other duties as this position evolves

Administration and Resourcing

- Networking with Alcohol and Other drug agencies
- Booking of venues and co-ordination with those agencies to support the family support groups
- Preparation of materials in relation to the individual support groups
- Collation and entry of data related to the support groups
- Preparing reports for the Family Drug Help programme manager as required.

Key Result Areas

- Provision of timely and effective support to family members.
- The ability to effectively engage with family members as a peer through the delivery of family support groups.
- Delivery of the promotional activity schedule and appropriate reporting of such.
- Facilitation of links and cooperative partnerships with the alcohol and drug treatment sector and other community organisations.

Key Selection Criteria

- Appropriate tertiary level qualifications in the allied health field including Social Work, Counselling, Welfare, or Psychology
- Minimum competencies in AOD or completion of the required competencies (or able to complete within the first 12 months of employment) and some experience working in the AOD sector
- Demonstrated knowledge of, and experience in, facilitating groups
- Excellent communication and interpersonal skills, both written and verbal, including ability to relate to people from a variety of backgrounds who may be experiencing emotional vulnerability
- Ability to be flexible in hours of work including availability for after-hours and some weekend work
- Ability to work collaboratively as a member of a team whilst having capacity to work independently and take initiative
- The ability to create and maintain effective collaborative relationships with key stakeholders in the community and alcohol and drug sector

Desirable Selection Criteria

- A lived experience of AOD family peer support work.
- A current Victorian Driver's License.

Other Information

An offer of employment will be subject to a 3-month probationary period. As part of our Employment screening process you will be required to undertake a National Criminal History check. We can only accept applications from Australian citizens and permanent residents.

The successful applicant will be required to provide at least two recent employment referees.

Application Process

Applicants must address each of the selection criteria.

Applications close: COB Friday 26th February 2021

Telephone queries to: Robert Campbell 9573 1740

Please send your application to:

Robert Campbell
Programme Manager Family Drug and Gambling Help
SHARC
140 Grange Road
Carnegie VIC 3163

Or email to
rcampbell@sharc.org.au