

## SUC/Detox AOD Coordinator

In accordance with Yaandina's vision, mission and purpose, the Roebourne AOD Coordinator is responsible for coordinating and providing leadership support for all activities across the SUC, Detox and Mingga Services at Roebourne.

The coordinator's role is to ensure the service is meeting the funding requirements whilst providing a quality service. They are required to coordinate, supervise and process all staff and client activities at the Roebourne Detox/SUC. This includes rostering of staff as well as on call components.

### Principle duties include but are not limited to:

- Provide support and guidance for the Mingga patrol team
- Prepare, disseminate and manage staff shift rosters based on 24/7 service provision
- Timesheet approval for staff
- Maintain working relationships with other agencies and stakeholders including WA Police, Youth Services, Department of Child Protection (DCP), refuge etc.
- Develop, coordinate and prepare reports as required by AOD Service Manager
- Supervise, coordinate and fully document every activity involved in the detailed screening, assessment and acceptance processes for incoming clients.
- Participate in first point of entry actions and admission requirements, in conjunction with Manager AOD Services and the AOD services team.
- Ensure all client data is entered timeously into electronic client management system.

### About you:

- Ability to inspire and motivate a diverse team, manage conflicts and make strategic decisions.
- Knowledge of therapeutic community models, AOD treatment standards and evidence-based practices.
- Excellent verbal and written communication skills to effectively interact with clients, staff and stakeholders.
- Proficiency in clinical supervision, case management and client assessment.
- Understand and respect of cultural diversity, ensuring culturally responsive care.
- Minimum of 3 years' experience working with clients within a case management framework
- Excellent organisational and time-management skills
- Cert IV in Community Services or equivalent

### Requirements for position:

- National Police Clearance
- Current Working with Children's Check
- Ability to work flexible hours, including occasional weekends, evenings and on-call
- Valid Driver's License

If you think this position is for you, please use the 'Apply Now' button at the bottom of the page.

*Yaandina is committed to providing an environment of diversity and inclusion and is a strong supporter of training and professional development. We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQI+, culturally and linguistically diverse (CALD) backgrounds and other diversity groups.*