



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

Job Description Form Case Worker - AOD

Vision Statement

Aboriginal people in Kununurra and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



Community

We bring our connection with community to everything we do

PEOPLE
TOGETHER



Respect

We show respect for a people, cultures and backgrounds

HEALTHY
TOGETHER



Passion

We are deeply motivated to achieve outcomes

MY
MOB



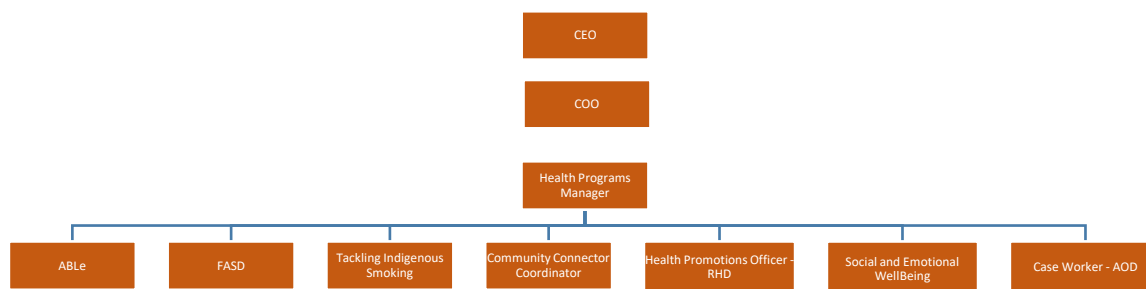
Equality

We strive for equality, fairness and empathy for all people

HEALTH &
WELLBEING

Position Title	Case Worker - AOD
Work Group	SSU
Work Unit	- SSU
Reports To	Health Programs Manager
Direct Reports	N/A
Award / Agreement	<i>Social, Community, Home Care, and Disability Services Award</i>
Award Classification	Level 3
Approved by CEO	19.08.2026

Team Structure



Position Purpose

This position will support community to access and navigate Alcohol and Other Drug (AOD) services across a continuum of care. This role provides intensive case management to community who are actively seeking support with addiction, including service coordination, early intervention and post treatment community supports.

The role will report directly into our Health Programs Manager and will join a growing Multi-Disciplinary Team providing Mental Health and Alcohol and Other Drug services to our community.

The Case Worker – AOD will work closely with the General Practitioner – AOD in supporting community by screening and brief interventions, outreach services, counselling and therapeutic support, health promotion and education and harm reduction activities.

OVAHS is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are encouraged to apply.

Strategic Alignment

The organisation's Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role is aligned with all four Strategic Goals.



POSITIVE
CHANGE

Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.



HEALTH &
WELLBEING

Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.



SUPPORT
COMMUNITY

Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.



HEALTHY
TOGETHER

Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

Key Stakeholder Relationships

External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.
- Drug and Alcohol services in East Kimberley.

Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

Responsibilities of this Position

Case Manager – AOD

- Support and provide access to culturally safe AOD services.
- Develop recovery pathways and support systems.
- Collaboration between organisations and stakeholders.
- Effectively increase Aboriginal workforce capacity.
- Reduce AOD related harms.
- Improve wellbeing for individuals, families and communities.
- Manage post-residential and recovery support.
- Case management and care coordination.

Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.

- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Please note: This is a summary of key responsibilities and may not encompass all duties associated with the role.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

1. Engage at least 35 clients with Alcohol and Other Drug case management services.
2. Develop culturally safe sector resources around harm reduction and early intervention.
3. Assist in training and sector upskilling.
4. Work alongside AOD Multi-Disciplinary team to provide holistic AOD case management across a continuum of care.
5. Develop partnerships with AOD treatment services across the Kimberley region.
6. Develop care plans and ensure client goals are met in a timely manner.
7. Ensure case notes and care plans are documented on Client Management System in a timely manner.
8. Other duties as required.

Key Result Area	Key Performance Indicators
Compliance & Reporting	• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.
Quality Management System (QMS)	• Ensure all tasks assigned to this position are completed within a six (6) week period. • Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Possess a tertiary qualification in Health Sciences, Alcohol and Other Drugs, and/or relevant sector experience.
- Ability to manage conflict within a team orientated organisation.
- Highly developed written communication skills including the ability to write clearly and concisely, prepare complex written reports and manage the output of quality information.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Advanced skills in office computing applications including word processing, spreadsheet, database, presentation software i.e. PowerPoint or similar.
- Strategic thinking and planning skills with a clear focus on an organisational approach to social, economic and environmental wellbeing.
- Ability to work well and foster a strong working relationship with relevant stakeholders.
- A proven ability to foster strong relationships and work collaboratively with diverse communities to inform decisions, planning, strategy, and action.
- Results focused approach with the ability to identify and act on opportunities to improve short and long-term performance.
- A clear capability in driving accountability and effective performance measurement at both an individual and organisation level.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Experience working with vulnerable communities and ability to build rapport and support across a continuum of care.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Possession of AHPRA or AASW registration.
- Ability to interpret and manage an extensive variety of instructions and deal with several variables simultaneously.
- Experience working alongside Aboriginal communities in East Kimberley.

Practical Requirements

- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with OVAHS Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 3 months, or willingness to obtain
- ☒ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	