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## POSITION DESCRIPTION

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**Position Title:** Needle and Syringe Program Worker  
**Classification:** SACS 3 – 4 (Full time)  
**Date of Review:** August 2008  
**Location:** Woodridge, Logan City

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### Primary Purpose of Position

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- Distribute injecting equipment to Injecting Drug Users (IDUs) while maintaining a health professional manner and in accordance with the standards set by Queensland Health
- Supply relevant educational material and information such as vein care to IDUs through brief interventions with individuals and through organised groups and information / health promotion activities.
- In conjunction with the Health Coordinator, develop and maintain links and referral pathways with other services relevant to IDUs in the Logan District
- Collect or arrange collection of discarded sharps equipment
- Participate in the education of YFS workers to responsibly distribute injecting equipment in accordance with the YFS harm minimisation policy and to safely collect and dispose of discarded sharps equipment
- Undertake additional Administration duties related to YFS operations as required

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### Organisational Environment

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**Youth and Family Service (Logan City) Inc (YFS)** is a community based, not-for-profit organisation, providing responsive and innovative social welfare services to people in Logan City and surrounding areas. Operating from two main sites and a number of outreach locations across the following service areas –

- Housing and support
- Tenancy advice and advocacy
- Disability support
- Community health access and mental health support;
- Family and relationships services
- Early childhood and family services
- Domestic and family violence services
- Legal advice and advocacy
- Support for young people to access health, legal, education
- Generic employment focused service

YFS delivers a diverse suite of client-focused services to the community that are accessible and flexible. We engage in a collaborative process between clients and staff, ensuring the development of community capacity building.

### **Reporting Relationships**

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- i) Position title of direct Supervisor**  
The position reports to the Health Services Coordinator
  
- ii) Titles of positions that report to this position**  
Nil
  
- iii) Other significant internal relationships**
  - Service Manager

### **Extent of Authority**

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This position does not have a responsibility for budgetary or policy decision making. Decisions other than day-to-day operational matters should be made in conjunction with the Health Services Coordinator.

### **Key Responsibility Areas**

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#### **1. Service Delivery**

- Distribute injecting equipment to Injecting Drug Users (IDUs) while maintaining a health professional manner and in accordance with the standards set by Queensland Health
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- In conjunction with the Health Coordinator, develop and maintain links and referral pathways with other services relevant to IDUs in the Logan District
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#### **2. Networks, Partnerships & Integration**

- In consultation with the Health Coordinator, explore and initiate opportunities for provision of integrated services at YFS
- In consultation with the Health Coordinator, promote the Needle and Syringe Supply Services and the organisation in a positive manner
- In consultation with the Health Coordinator, represent YFS in relevant inter-agency networks, community consultations and forums
- Maintain an awareness of relevant client support services within YFS and the local community.
- Maintain a current awareness and understanding of issues effecting the consumer group via relevant literature, government policy and community networks

### **3. Leadership & Organisational Values**

- Apply YFS values and ethics across all work practices
- Assist the Health Coordinator lead the organisation in relation to developing its knowledge of and responsibilities to the IDU community

### **4. Quality and Planning**

- Contribute to the development and evaluation of the annual Needle and Syringe Program Operational Plan in accordance with the organisational planning process and YFS Strategic Plan. This process is to include the collection and actioning of feedback from clients, stakeholders and community representatives.
- Participate in relevant program service evaluations and organisational reviews.
- Take part in regular supervision and support through individual supervision and group processes
- Participate in annual performance reviews and coordinate training and professional development plans

### **5. Resources**

- Contribute to a cohesive team environment through effective communication
- Comply with Workplace Health and Safety and risk management
- Use vehicles, mobile phones, computers/laptops, video/camera, program equipment and monies belonging to the organisation with honesty, accountability and transparency.

### **6. Administration**

- Ensure that data is entered correctly and promptly into the NSP database and other databases, including the YFS Client Management System (CMS).
- Generate timely and accurate performance reports to address service agreement indicators as required.
- Undertake additional Administration duties related to YFS operations as required.

## **Key Selection Criteria**

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### **Essential Knowledge and Skills:**

- KSC1** Development and provision of needle and syringe supply services for individuals and groups in accordance with relevant practice standards.
- KSC2** Articulating an understanding of issues affecting injecting drug users and an ability to identify and address the issues through referrals and the supply of relevant information over the counter and through brief interventions.
- KSC3** Communicating (both verbal and written) with a wide range of stakeholders including service consumers, community organisations, government bodies and the wider community for the benefit of a program area.
- KSC4** Networking and working collaboratively to address issues of injecting drug users at a range of levels (individual, family, school and community).
- KSC5** Developing and delivering information and promotional resources.

**KSC6** Ability to work both independently and within a team setting and within organisational policies and procedures.

**KSC7** Ability to report on program outcomes under frameworks specified by funding bodies.

**Essential attributes:**

- Enthusiastic and receptive in interaction with clients.
- Good organisational and time management skills including the ability to prioritise, plan, organise, and manage competing demands.
- Utilise problem-solving and reflective practitioner skills with the ability to exercise sound judgement and be responsive to client needs.
- Commitment to YFS ethos and values

**Essential requirements:**

- Relevant tertiary qualifications or three years sector experience in a similar position.
- Reasonable word processing skills
- Positive Notice for Child Related Employment (previously known as a *Blue Card*) from the ‘Commission for Children and Young People’ or ability to attain.
- Current drivers licence

**Additional Information**

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Employment in the position will be subject to an annual Performance Plan and Review, with initial appointment subject to a probationary period of three months.

Needle and Syringe Program Authorisation Training will be provided.

This position is partly funded by YFS Administration – consequently there is a requirement to undertake administration duties as directed.