



**Program Manager
Dual Diagnosis Youth Mental Health and
Substance Use Program**

Position Title:	Program Manager
Program:	Dual Diagnosis Program working with young people experiencing mental health and AOD issues
Responsible to:	Programs Lead
Supervises:	Case Workers, Counsellors, Project Workers, Art Project Workers, Students on placement

Responsible for:

Leadership, support and coordination of Weave's Dual Diagnosis Program which provides tailored, wrap around support services including casework, counselling, project work, leadership opportunities, events, community development and referral pathways for young people aged 12 to 28 years experiencing co-existing mental health and substance use issues. Working with young people, families and the community to provide holistic, strengths based and trauma informed support. Provide "back-up" casework and counselling support for clients when key workers are not available due to leave, periods of recruitment etc. Play a general support and development role for young people connected to the Dual Diagnosis Program. Manage and support the team of 8 - 10 staff and develop and strengthen networks in the community for collaborative approaches.

Location:	Weave Youth & Community Services Inc. Cnr Elizabeth St & Allen St, Waterloo NSW
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Employment Details and Remuneration

Employer:	Weave Youth and Community Services Inc
Hours per Week:	9 days per fortnight (63 hour fortnight) subject to terms and specifications of Contract of Employment
Status:	Part Time
Award:	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
Grade:	SCHCADS SACS Level 6 Paypoint 1-3: \$47.71 - \$49.81 per hour depending on qualifications and experience.
Benefits:	Generous Salary Packaging available

Key Duties

- Manage and supervise all aspects of the work of Weave's Dual Diagnosis Team, including staff supervision, support and development, team cohesion and connection to the broader Weave team
- Oversee team compliance with client databases and funding body outcomes reporting frameworks
- Ensure provision of high quality services to young people with mental health and substance use issues referred to the Program
- Facilitate improved access to drug, alcohol and mental health services for the target group
- Lead team strategic planning to ensure the ongoing relevance, creativity and sustainability of the program and develop partnerships to enhance service delivery where appropriate
- Complete monthly reports on data, 6 monthly reports on achievements and any other compliance requirements to the funding bodies
- Prepare submissions and tenders to secure ongoing and enhanced funding for the program and lead evaluations of the program as required
- Ensure written project plans are submitted by staff wishing to carry out projects
- When needed, provide interim counselling and casework support to clients (eg: when their caseworker is away)
- Assist with group work, events and other project work
- Undertake performance appraisal and foster the professional development and training of each member of the Dual Diagnosis Team
- Develop an annual budget in conjunction with the Programs Lead /CEO and ensure compliance with the financial management of the Program.
- Communicate and liaise with mental health/AOD professionals to improve access and service provision to the identified target group
- Attend meetings and participate in relevant youth AOD and mental health external working groups
- Develop effective referral networks within the areas serviced by the Program
- Promote whole of Weave participation by the Dual Diagnosis Team
- Advocate for systemic change in the mental health and AOD systems to improve services and outcomes for vulnerable people
- Participate fully as part of the Weave Leadership/Program Manager's group

General

- Assist with Weave's continuous quality improvement work to maintain accreditation under ASES standards.
- Carry out any administrative or clerical tasks as required within the course of work
- Other duties as required

General Accountabilities of all Weave Staff

- Work as part of the wider Weave team displaying effective team membership
- Participate in Weave staff meetings, program managers meetings, planning days, training and performance appraisal as required
- Attend regular supervision as arranged with your manager
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures.
- A commitment to EEO policy and OH&S safety standards, ethical practice principles and a commitment to the principles of cultural diversity
- Take responsibility to ensure that Weave is a warm, inviting and hospitable environment for everyone to be in. Treat people like you would if they came to your home
- Notice when things are untidy and make an effort to clean up as needed.
- Make sure all visitors to Weave feel valued. Make an effort to make everyone feel welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly.
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the job descriptions of all staff
- Whilst it is understood that each worker has specific duties, there is a natural overlap of roles
- Expectations of workers roles can change according to the needs of the community and available resources

SELECTION CRITERIA

1. Tertiary qualifications in Social Work, AOD, Mental Health, Community Work, Youth Work, or similar
2. Experience leading and managing a team in an NGO setting. This includes staff supervision, development and support to bring out the best in staff and ensuring cohesion and best practice within a team
3. Program and project management experience including planning, implementation, evaluation, reporting, submission writing, accountability, and managing budgets
4. Experience providing flexible, holistic, wrap around casework support to young people experiencing a range of complex issues and in particular coexisting mental health and AOD issues
5. Understanding of trauma informed, strengths based client-centred practice

6. Understanding of the complexity of issues facing Aboriginal people and experience in providing culturally safe practice
7. Ability to work in a flexible, adaptable manner under stress
8. Practical, common sense and an excellent sense of humour
9. Current NSW Working With Children Check Clearance.
10. NSW Class C Drivers licence