



4 March 2010

Thank you for expressing an interest in our vacancies at NUAA.

NUAA is a peer-based community organisation where membership is open to anyone interested in the issues affecting people who use drugs illicitly. As the peak organisation in NSW representing drug users on issues such as hepatitis C, HIV/AIDS and safer using, discrimination and drug treatments, NUAA works extensively with individuals and networks of people who use drugs illicitly.

To adequately reflect the needs of drug users, to ensure we provide genuine peer generated initiatives and to instill a sense of ownership by users, NUAA encourages people who have personal experience relevant to our work to apply for positions within the organisation.

To assist with your application we have provided a job information pack. Please read the following documents before preparing your application.

- Position description and selection criteria
- NUAA instructions for job applicants
- NUAA organisational biography

Applications close 4pm Friday 19 March 2010.

If you require more information or wish to discuss the position please contact NUAA on 02 8354 7300.

Yours sincerely

Nicky Bath

General Manager

NUAA Background

NUAA is a peer-based, community organisation of people who use drugs illicitly and their friends and allies. The organisation receives its core funding from the NSW Health Department. NUAA is the largest drug user organisation in Australia and has often led the way in developing innovative approaches to peer education and community development.

While NUAA was initially funded in 1989 to provide HIV/AIDS prevention education and support to injecting drug users, the past 12 years have seen the organisation expand its brief to include the full range of health, social, and legal issues affecting people who use drugs illicitly in NSW.

As a community based organisation NUAA depends on maintaining a strong and active membership made up of people who support the work and aims of the organisation. NUAA membership is completely confidential and open to anyone interested in the issues affecting people who choose to use drugs. Every year, NUAA holds an Annual General Meeting to report to the membership on the organisation's activities and elect a new Management Committee.

The NUAA Management Committee oversees and manages the affairs of NUAA, providing strategic direction, general governance, and financial oversight for the organisation. An important link with members, the Committee is elected by members to represent them and generally meets once a month.

NUAA's Aims & Objectives

1. To preserve the lives and advance the health of people who use drugs illicitly, and reduce the incidence of HIV, hepatitis C, and other blood-borne viruses
2. To provide resources, education, and support for people who use drugs illicitly
3. To encourage informed debate and advocate for the development of public policies and legislation that advance the rights, health and dignity of people who use drugs illicitly, and promote their social and economic well-being
4. To involve people who use drugs illicitly in the planning and delivery of services, in order to ensure the effectiveness of those services to users' needs

5. To ensure that people who use drugs illicitly enjoy the same standard of services provided to the wider community
6. To freely provide services and advocacy for all people who use drugs illicitly, without express or implied discrimination
7. To develop strategic alliances with other individuals and organisations in order to strengthen community action and achieve our overall aims
8. To promote and maintain an effective and supportive association

NUAA's Work

NUAA provides the following support to drug users:

- Information on preventing the transmission of blood-borne viruses (esp. HIV and HCV) amongst people who use drugs illicitly.
- Information on safer drug use and referrals to user-friendly professionals and services.
- Advocacy and assistance with writing letters of complaint about services or the way users have been treated.
- A range of outreach programs, including employment of drug users to run peer education projects in their own communities.
- The TRIBES Project, funds short-term projects that are developed, managed and administered by sub-cultures of drug users.
- User's News, a free quarterly magazine which features users' stories, information on drug use, hepC, HIV/AIDS and other information of interest to drug users.

NUAA also provides user input to a range of policies, projects and resources targeting drug users and offers affordable workshops and resources for health care workers.

INSTRUCTIONS TO APPLICANTS

In order for your application to be processed successfully you need to:

1. Send in or email your application so that it is received by the closing date. (COB Friday 19 March 2010)
2. Address each essential criterion separately.
3. Attempt to address each of the desirable criteria.
4. Include contact details for two work referees.
5. Include your personal contact details, including a phone number where you can be contacted.
6. Send or email your application to: Amy Donaldson
Organisational Services
Manager
PO Box 278
Darlinghurst NSW 1300
amyd@nuaa.org.au

It should be marked '**confidential**'.

POSITION DESCRIPTION

Position Title: **Community Programs and Services Manager**

Classification: **Level 5 - Full time**

Reports To: **General Manager**

Provides supervision for:

2 x Community Programs & Services Workers

1 x Community Services Worker

1 x Community Services Worker (outposted)

1 x Community Services Worker (Hepatitis C peer support)

Primary functions:

To manage NUAA's **Peer Education, Support and Community Development Programs**.

To ensure NUAA has a well articulated model for its community development work.

To ensure NUAA has a well articulated model for its peer education work.

The Program Manager, Community Programs and Services plays a primary role in developing implementing and maintaining a program of community development (including peer education) for people who use drugs illicitly across New South Wales (PWUDI).

This community development services and programs should be underpinned by extensive and productive relationships with networks of people who use drugs

illicitly across New South Wales and an understanding of current and emerging issues relevant to drug users in NSW.

The Program Manager, Community Programs and Services is expected to assist in the day-to-day operations of the organisation, participating co-operatively with other teams. This is to be achieved through active participation in relevant meetings and NUAA's project management approach.

Particular tasks:

1) Program activity:

- 1.1 To lead the development, implementation and evaluation of a range of community development and peer education projects throughout NSW.
This will include:
 - Managing the Peer Education and Support and Community Development Programs;
 - Managing the COAG funded NSP out-posted worker projects;
 - Managing Peer Support Programs.
- 1.2 To develop and implement programs which aim to build the capacity of individuals and networks to advocate for themselves.
- 1.3 To coordinate and support the development of extensive and productive relationships with networks of people who use drugs illicitly across New South Wales.
- 1.4 To ensure that the Community Programs and Services Team supports and encourages a wide range of PWUDIs to contribute to NUAA's programs.
- 1.5 To ensure that drug user's issues are represented in appropriate forums.

- 1.6 At the direction of the General Manager ensure that NUAA is represented on Committees, interagencies and forums consistent with the activity of the Community Programs and Services team.
- 1.7 Consult and liaise with relevant stakeholders to support all responsibility areas.
- 1.8 Develop new and maintain existing partnerships relevant to the primary functions of the position.

2) Staff support activity:

- 2.1 Ensure all team members participate in training and development opportunities and self-directed learning activities as appropriate.
- 2.2 Ensure each team member has an appropriate workplan in place and meet KPIs as outlined within funding contracts.
- 2.3 Ensure that a Team Business plan is developed and implemented.
- 2.4 Participate in supervisory processes.
- 2.5 Coordinate recruitment processes for positions within the Community Programs and Services team.

3) Organisational development activity:

- 3.1 Constructively contribute to the information flow within the organisation to ensure the knowledge and information collected in the field is communicated appropriately across the organisation.
- 3.2 To promote team work and cooperation within the Community Programs and Services Team and across the organisation.

- 3.3 Constructively contribute to the planning activity within the organisation.
- 3.4 Under direction from the General Manager ensure relevant budgets are monitored as delegated.
- 3.5 Under the direction of the General Manager ensure all relevant reporting requirements are fulfilled.
- 3.6 Fulfil the obligations placed on managers under relevant legislation. This specifically includes obligations mandated under Occupational Health and Safety, Child Protection, and Privacy legislation.
- 3.7 Promote NUAA's mission, values and activities as outlined in the Strategic Plan.
- 3.8 Participate in staff and other meetings consistent with the primary functions of the position.
- 3.9 Maintain a current knowledge of issues relating to PWUDI, in particular hepatitis C, HIV and other issues such as sexual health, pharmacotherapies and treatment issues by participating in education workshops, courses or conferences and other self-directed learning activities as appropriate.
- 3.10 Regularly scan a range of scientific publications and databases relevant to the role and select important items and key developments of which the NUAA Management Team should be aware. This should include a brief comment on the significance of the matters.
- 3.11 Promote NUAA'S services to outside agencies and individuals.
- 3.12 Ensure compliance with all of NUAA's Policies and Procedures.

- 3.13 Other duties commensurate with the position as may be determined by the General Manager.

Program Manager – Education

Selection criteria:

Essential requirements:

1. At least two years experience in managing and meeting the needs of diverse staff teams.
2. Demonstrated knowledge of principles of adult learning and workforce development, and experience in the application of these to program design.
3. Demonstrated experience in working collaboratively with organisations and individuals, identifying and accessing relevant resources and networks to achieve desired program outcomes.
4. Highly developed oral and written communication skills.
5. An intimate knowledge of injecting drug use issues and harm reduction concepts.
6. Advanced interpersonal skills with proven ability to consult and liaise on all levels within government, community-based and other non- government organisations.
7. Demonstrated experience in developing and delivering Peer Education and community development programs.
8. Excellent organisational abilities and ability to work to deadlines with minimal supervision and operate co-operatively as a member of a team.

- Demonstrated experience in organisational planning and development strategies.
 - Demonstrated skills and experience in project management including design, implementation and evaluation.
9. Competency in a range of computer applications including Word, PowerPoint, Excel and Outlook.
 10. Budget management skills.
 11. Current NSW driver's licence.

Desirable requirements:

1. Experience in working with steering or other advisory committees.
 2. Demonstrated understanding of relevant health policy and principles and of access, equity, participation and equality issues, especially in regard to delivery of healthcare and welfare services.
 3. Relevant qualifications or relevant experience in human services or health.
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General Manager

Staff Member

Date

Date