



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](mailto:amyd@nuaa.org.au)

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

## POSITION DESCRIPTION

**Position Title:**      **Community Programs Worker – Peer Link**

**Classification:**      **Level 2 - Full Time**

**Reports to:**            **Community Programs and Services Manager**

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### **Organisational Tasks:**

1. Develop and maintain peer education and support networks for people who use drugs illicitly (PWUDI) affected by BBV's and other related health issues.
2. Assist in facilitating NUAA peer support activities for PWUDI.
3. Provide advice for PWUDI on the health, social and legal issues relating to illicit drug use as part of NUAA's Information, Support and Referral Service.
4. Assist in facilitating consumer participation across NUAA's programs.
5. Represent NUAA on reference groups, advisory committees and interagencies as required.
6. Participate in regular supervision, professional development activities and planning processes.
7. Contribute resources and information to User's News, NUAA's website and other publications.
8. Promote NUAA's services to outside agencies and individuals.
9. Provide support to other areas of NUAA's work for example NSP, ISR and Outreach.
10. Represent NUAA within advisory structures, workshops and forums as directed.
11. To dispense resources and/or equipment for safer drug use and safer sex from NUAA's onsite and outreach NSP services as requested.
12. Adhere to all NUAA Policies and Procedures.
13. Other duties commensurate with the position as may be determined by the General Manager.

**Project Tasks:**

1. To assist, support and coordinate localised networks of PWUDI to self mobilise to meet their health and education needs.
2. To foster, develop and sustain formalised working partnerships with local service providers, Harm Minimisation Manager and HARP Managers.
3. To develop and review training resources to be implemented when working within local networks of both peers and partner organisations.
4. To liaise and mediate to build relationships between Peer Link participants and local services.
5. Ensure that the work processes of Peer Link are included within NUAA's publications, newsletters, Users News and website.

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General Manager

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Community Programs Worker

### Essential Criteria:

1. Demonstrated personal experience and knowledge of the health and social issues affecting people who use drugs illicitly.
2. Demonstrated ability and willingness to work with people who use drugs illicitly.
3. Demonstrated ability to work with groups within adult education principles.
4. Demonstrated understanding of harm reduction and peer education strategies as they relate to people who use drugs illicitly.
5. Demonstrated understanding of community development strategies for specific populations
6. Demonstrated ability to work within timelines and meet key performance indicators.
7. Experience in liaison and consultation with health and related service providers.
8. Demonstrated ability to gather and analyse information and to present findings in a meaningful manner.
9. Effective written and oral communication skills.
10. Ability to work flexible hours and to travel within NSW.
11. Current Driver's Licence

### Desirable:

1. A knowledge of Hepatitis C, HIV/AIDS and drug user services in NSW.
3. Experience with computer software including, word processing and databases.