



**NON GOVERNMENT ORGANISATION
ABORIGINAL DRUG AND
ALCOHOL TRAINEESHIP PROGRAM 2009 - 2012**

INFORMATION FOR APPLICANTS

Host Organisation Applications for the NGO Aboriginal
Drug and Alcohol Traineeship Program close
5pm Friday 30 October 2009

INFORMATION FOR APPLICANTS

1. BACKGROUND

1.1 NSW NGO Aboriginal Drug and Alcohol Traineeship Program Funding

In July 2009, NSW Health funded the Network of Alcohol and Other Drug Agencies (NADA) to deliver a state wide Aboriginal Drug and Alcohol Traineeships program in the non government sector. The NGO Aboriginal Drug and Alcohol Traineeship Program is a commitment by NSW Health stemming from the 2003 NSW Summit on Alcohol Abuse. NSW Health has funded a Traineeship Coordinator position within NSW Health to manage this project in conjunction with NADA. The State Coordinator - Aboriginal Drug and Alcohol Traineeship Program is responsible for guiding the development, management, monitoring and evaluation of the Aboriginal Drug and Alcohol Traineeship Program. This position will also establish and maintain a state wide Aboriginal Drug and Alcohol Traineeship Program Reference Group which will oversee the implementation of the project.

1.2 Primary Objectives of the NGO Aboriginal Drug and Alcohol Traineeship Program Funding

- Increase the number of tertiary qualified Aboriginal drug and alcohol workers across the NSW non government sector.
- Increase opportunities for Aboriginal drug and alcohol workers to undertake supported practical and theoretical training in the area of drug and alcohol and related issues.
- Raise awareness of Aboriginal health issues and a holistic approach in relation to alcohol and drug issues in NSW drug and alcohol non government organisations.

1.3 Available Funding

There is funding available for three Aboriginal Drug and Alcohol Traineeships. The trainees will be placed in NSW non government drug and alcohol programs / organisations for the period between January 2010 to December 2012 while undertaking relevant undergraduate qualifications. Successful host organisation will receive funds for:

1.3.1 Trainee Salary

The trainee salary is based on and required to be equivalent to the Social and Community Services Employee (State) Award.

1st Year SACS Award Cat 3, Year 1, \$39 131.00 + 20% on costs = \$46,957.20

2nd Year SACS Award Cat 3, Year 2, \$40,611.00 + 20% on costs = \$48,773.00

3rd Year SACS Award Cat 3, Year 3, \$42,091.00 + 20% on costs = \$50,509.20

The above wages include on costs at 20% for annual leave (leave loading), superannuation, worker's compensation, sick leave and insurances.

Trainees are entitled to four weeks annual leave a year, sick and all other leave provisions as entitled under the Social and Community Services Employee (State) Award in NSW. Please refer to the Award for further information.

http://www.industrialrelations.nsw.gov.au/NSW_State_Awards/Which_Award/Social_and_community_services.html

Payments for the trainee salary will be granted to successful host organisations in December 2009, 2010 and 2011 for trainees starting employment in January 2010.

1.3.2 Set Up Costs

An initial one off payment of \$3500.00 will be granted in December 2009 for set up costs of a laptop computer and accessories (such as a mouse and full keyboard for desk use), internet access connection, any computer software licensing fees, desk, chair and phone.

Trainees will have all monies related to study paid for directly to the tertiary institution by NADA and where applicable, government support schemes such as Abstudy and the Indigenous Tutorial Assistance Scheme will be utilised. This will include tertiary fees, residential study workshop travel and accommodation, a yearly contribution towards text books and tuition / study support for the three year period of January 2010 to December 2012.

1.4 Role of NADA

NADA will be responsible for administering the NGO Aboriginal Drug and Alcohol Traineeship Program for non government drug and alcohol organisations. Responsibilities include program planning, implementation and reporting. NADA will prepare all host organisation traineeship information and documentation, lead the advertising and selection process for organisation selection and pay study fees and related expenses directly for trainees to the relevant institutions and service providers. NADA will provide ongoing support to the successful host organisations in information provision and issues arising for the organisation in relation to the traineeship over the three year period. The NADA Project Manager will work closely with the NSW Health Traineeship Coordinator throughout the life of the program. NADA will provide regular reports to NSW Health.

1.5 Role of NSW Health Traineeship Coordinator

The role of the NSW Health Traineeship Coordinator will include:

- Traineeship Coordinator will work with NADA in developing an Expression of Interest process to select Aboriginal drug and alcohol trainees and host organisations.
- Traineeship Coordinator will work with NADA to investigate and identify suitable university courses in which the Aboriginal trainees will enrol.
- Traineeship Coordinator will manage the development of a traineeship manual.
- Traineeship Coordinator will visit students once they are placed in their respective workplaces and throughout the traineeship term.
- Will work with NADA to enrol trainees in a suitable university bachelor course.
- Traineeship Coordinator will assist the trainees as they progress through university.
- Traineeship Coordinator will coordinate quarterly Project Steering Committee meetings.
- Traineeship Coordinator will visit and support trainees in the workplace as they progress through the traineeship program and support the trainees management.
- Traineeship Coordinator (with NADA) will provide resolution of trainee issues as they occur.
- Traineeship Coordinator will support trainees as they graduate.

2. TRAINEE HOST ORGANISATION ELIGIBILITY REQUIREMENTS

2.1 Eligibility to Apply for Funding

Only existing, incorporated, not-for-profit drug and alcohol service delivery organisations / programs based in NSW providing services to Aboriginal communities and providing services to residents of NSW who are current NADA members¹ may apply for funding under the NGO Aboriginal Drug and Alcohol Traineeship Program. Applicants must provide evidence of their legal status.

2.2 Ineligibility to Apply for Funding

Individuals, for-profit, private, Local, State and Territory, and Commonwealth Government agencies are ineligible to apply for funding. Existing, incorporated, not-for-profit agencies that cannot demonstrate that their organisation and/or service provides drug and alcohol service delivery will not be considered.

2.3 Number of Traineeships per Host Organisation

An organisation can apply to be the host organisation of up to two trainees. The applicant will need to be able to demonstrate the host organisations capacity to support this number of trainees over a three year period as outlined in this document and the application form.

2.4 Issues to Consider in Host Organisation Application Preparation

Being a host organisation requires considerable and consistent commitment and resource input across the whole organisation. A realistic idea of the preparation and workload placed on the organisation will greatly contribute to the success, benefits and rewards for the trainee, the organisation and its partners.

This project is in the fortunate position to best learn how to support trainees and organisations from the recommendations of the NSW Aboriginal Mental Health Worker Training Program: Implementation Review.² This review has informed the application criteria.

2.4.1 Host Organisation Capacity to Support the Trainee/s

Below are questions and issues to consider in your response when addressing the application form criteria.

- *How have current staff been consulted about this application? Has an organisation wide commitment been made by all staff to training and supporting the trainee over the three year period?*
- *How will management support the organisation to take ownership of the traineeship process?*

¹ For eligibility criteria and information on becoming a NADA member, please contact Heidi Becker on 02 8113 1317 or heidi@nada.org.au. The closing date for membership applications for 2009 is 4 December 2009.

² Watson, C. & Harrison, N. 2009, New South Wales Aboriginal Mental Health Worker Training Program: Implementation Review, Cooperative Research Centre for Aboriginal Health.

- *How will the person identified as the trainee's direct supervisor be supported by management and the organisation?*
- *How will the host organisation provide structured on the job experience across the areas of treatment, health promotion, counselling, pharmacotherapy, detoxification, rehabilitation, case management, outreach, family support, harm minimisation, etc..to provide a comprehensive learning experience for the trainee/s?*

It is acknowledged that all agencies who apply may not provide all of the above mentioned services in their organisation. This does not preclude an organisation from applying. The ability to expose the trainee to a variety of drug and alcohol settings and approaches can be demonstrated in the application process. This can be through providing evidence of effective collaboration / partnerships with other agencies and networks.

- *How will the host organisation provide a supportive work environment conducive to learning?*

A work environment that is conducive to learning includes:

- Explicit lines of supervision, management and accountability for trainee and the direct supervisor of the trainee.
- Provide a structured supervision process for the trainee.
- The direct supervisor's knowledge of the course and course requirements being undertaken by the trainee.
- A work space that is well equipped, and placed in an area where support is available to the trainee. This will also be the place where the trainee/s will undertake their study days.
- The allocated study days / times of the trainee are respected and adhered to by the organisation and staff.
- On the job learning and responsibility is matched with current level of tertiary learning and subjects being undertaken.
- Alternative arrangements for key contact person / supervisor are made when required.
- Offers a variety of learning / placement settings in a structured format throughout the three year period.

This list is not exhaustive and is to be used as a foundation guide to providing a conducive and supportive learning environment.

A summary of some of the implementation review findings that are relevant to the Aboriginal Drug and Alcohol Traineeship Program is attached as **APPENDIX A**. For an e-copy of the full NSW Aboriginal Mental Health Worker Training Implementation Review please go to www.nada.org.au/ or contact Heidi Becker at heidi@nada.org.au.

2.5 Willingness and Commitment to Participate in Evaluation and Research

The program evaluation process and research components of the Aboriginal Drug and Alcohol Traineeship Program are currently being progressed. Successful host organisations will be required to commit to participation in the evaluation and research components of the program throughout the three year period. Successful host organisations will be informed of the implementation plan of the evaluation process and research elements for the NGO Aboriginal Drug and Alcohol Traineeship Program when they have been confirmed.

2.6 Opportunities for Trainee Learning and Work Experience Through Organisation Collaboration and Partnerships

Collaboration and partnerships with other services play an integral part in providing effective learning and work experience opportunities for trainees. Applicants should identify key partners and strategies for building sustainable linkages and partnerships with other relevant services to support the learning and on the job experience of the trainee/s in their application.

2.7 Traineeship Work / Study Structure

The NGO Aboriginal Drug and Alcohol Traineeship Program is committed to the flexible delivery of tertiary studies to achieve the best possible support and outcomes for the trainees, and in turn the host organisation. Trainees will undertake three days a week on the job training combined with two days a week of study undertaken at the host organisation and/ or a venue nominated by the tertiary institution. Further study required in block release mode or other flexible learning mode will be required throughout the three year period. All study leave dates are still to be determined and will be conveyed to the successful host organisations once the tertiary course and the flexible delivery mode have been confirmed. Trainees will be required to be working at the host organisation when the tertiary institution is on semester break and end of year break throughout the traineeship.

2.8 Selection Process for Trainees

The selection process for trainees will occur shortly after the host organisations have been selected. This process will be supported by the Traineeship Coordinator and NADA. This support will include the provision of position descriptions, position advertisements, interview questions and financial assistance for advertising. The trainee position/s will be advertised by the host organisation through appropriate media outlets and will state the successful host organisations location of the traineeship/s. The selection panel will be organised and convened by the host organisation in consultation with the Traineeship Coordinator. The interview panel will consist of a representative of the host organisation, the Traineeship Coordinator, the NADA Project Manager and a representative from the NSW Health Mental Health and Drug & Alcohol Office who are the funding the traineeship program.

2.9 Employment of a Current Staff Member to a Trainee Position

Any current staff member who meets all the eligibility criteria and is successful in gaining a NGO Aboriginal Drug and Alcohol Traineeship through the determined selection process may be placed in their current workplace as a trainee. It should be noted that this person would now be in a trainee position and therefore their current salary, workplace responsibilities and job description would significantly change.

2.10 NGO Aboriginal Drug and Alcohol Traineeship Program Manual

Successful host organisations and trainees will be provided with an NGO Aboriginal Drug and Alcohol Traineeship Program Manual that is currently under development. The purpose of this manual is to provide information and guidelines for the NGO Aboriginal Drug and Alcohol Traineeship Program across the NGO drug and alcohol sector. This manual will include:

- Background information to the scheme.

- Who is involved in the scheme and their roles and responsibilities.
- Policies, procedures and relevant legislation.
- Guidelines to link work and study.

2.11 Tertiary Qualifications for Trainees

All trainees will be undertaking the same tertiary course qualifications. Options are being currently explored for partnerships with the Aboriginal Health College and the University of Wollongong to offer an articulated pathway in a flexible learning delivery mode. The course option currently being explored would offer an Advanced Diploma in Aboriginal Drug and Alcohol Work (year one) articulating to a Bachelor of Health Science in Indigenous Health Studies with a minor in Drug and Alcohol studies (years two and three).

2.12 Host Organisation Program Overview and Trainee Placement.

Each successful host organisation will be visited by the Aboriginal Traineeship Coordinator and the NADA Project Manager to provide an overview of the NGO Aboriginal Drug and Alcohol Traineeship Program to all organisational staff to clarify and problem solve any anticipated challenges and issues prior to the commencement of the trainee/s.

In the month of the trainee/s commencing employment, the organisation will also be visited by the Aboriginal Traineeship Coordinator and / or the NADA Project Manager.

2.13 Funding Period

Funding grants will be awarded to successful host organisations for a period of three (3) years. Funding allocations will commence December 2009 once a Grant Agreement has been entered into with NADA. Funding will be dispersed according to a negotiated schedule. Annual progress reporting and acquittal of funds will be required by the third Monday in November each year.

2.14 Grant Funding Agreement / Contract

All successful applicants must enter into a Grant Funding Agreement / Contract with NADA prior to trainee/s commencing and funds being released.

2.15 Other Conditions of Funding

Other conditions of host organisation funding include:

- In the event of the host organisation not being able to commence / continue in the host organisation role as agreed to, or inability to adhere to the NADA Contract Agreement, the host organisation is not able to retain the funds for other purposes.
- In the event of the trainee not being able to commence / continue in the host organisation as agreed to and a suitable replacement trainee unable to take up the traineeship position in the nominated host organisation, the host organisation is not able to retain the funds for other purposes.

Other conditions of host organisation funding will be detailed in the NGO Aboriginal Drug and Alcohol Traineeship Program Host Organisation Funding Agreement.

3. HOST ORGANISATION SELECTION PROCESS

3.1 Host Organisation Application

The application will be screened by the selection panel and will need to meet the following criteria:

- The ability to meet the host organisation requirements outlined in Section 2 of this document.
- Fulfil the host organisation application requirements.

Applications for **NGO Aboriginal Drug and Alcohol Traineeship Program** close
5pm Friday 30 October 2009

3.2 Selection Criteria

Please refer to the Host Organisation Application Form for the selection criteria.

3.3 Selection Panel

The selection panel will screen all applications against the selection criteria. Applicants who successfully make it through this process will be visited by representatives of the selection panel. Successful applicants will then be determined.

The selection panel will consist of the NSW Health Aboriginal Traineeship Coordinator, the NADA Project Manager, a representative from the NSW Health Mental Health and Drug & Alcohol Office and representatives from the Aboriginal Drug and Alcohol Traineeship Steering Committee.

Once the selection panel has determined the successful applicants, recommendations will then be forwarded to the Steering Committee for final approval and all applicants will be notified by letter.

3.4 Confidentiality

All applications submitted will be treated in confidence. Details regarding successful applications will be made publicly available through the NADA Network and NSW Health.

3.5 NGO Aboriginal Drug and Alcohol Traineeship Program Host Organisation Selection Schedule

EOI advertised.	1 October 2009
Applications close.	5pm 30 October 2009
Applications considered.	2 November 2009

Organisation visits held. Successful applicants recommended to Steering Committee.	Early November 2009
Applicants approved by Steering Committee and all applicants notified.	Early November 2009
Advertising and Interviewing of trainees.	November 2009
Funding commences (based on trainee commencement dates).	December 2009
Trainee/s commence at host organisation.	December 09 /January 2010

4. APPLICATION DETAILS

4.1 Application Closing Dates

Applications close 5pm Friday, 30 October 2009.

4.2 Late Applications

The selection panel will not accept applications after the advertised closing date. The selection panel will meet on Monday 2 November 2009.

4.3 Application Conditions

Please note the following:

- All requested information on the application form must be completed in order to be considered as a host organisation.
- Applicants must submit **one hard copy and one electronic copy (via email)** of the application.
- Applicants will receive acknowledgement that their application has been received. If applicants do not receive acknowledgement it is advised that they contact NADA before the closing dates.
- NADA will notify all applicants about the outcome of the selection process.

4.4 Where to Send Applications

Hard copies of applications with any attachments and signatures must be sent to:

NGO Aboriginal Drug and Alcohol Traineeship Program
 NADA
 PO Box 2345
 STRAWBERRY HILLS NSW 2012

Fax: 02 9690 0727 – if submitting via fax please call to confirm receipt of application.

Electronic copies of applications can be sent to:

Heidi@nada.org.au or to the above postal address on CD/disc.

4.5 Who to Contact for More Information

Further information about host organisation applications for the NGO Aboriginal Drug and Alcohol Traineeship Program may be obtained from NADA.

Please contact: Heidi Becker, Project Manager
Ph. 02 8113 1317
M. 0420 403 171
E: heidi@nada.org.au

Further information about the NGO Aboriginal Drug and Alcohol Traineeship Program may be obtained from the NSW Health Traineeship Coordinator:

Please contact: Steve Ella, Traineeship Coordinator
Ph: (02) 4320 3057
M: 0414 192 275
E: sella@nsccaahs.health.nsw.gov.au

Please note that any information provided will be made available to all interested applicants.

SOUND PRACTICE IN THE ABORIGINAL MENTAL HEALTH WORKER TRAINING PROGRAM

Below is a direct summary of recommended sound practice from the NSW Aboriginal Mental Health Worker Training Program Implementation Review¹. This appendix is aimed to be used as a guide to support you in your application process for the NGO Aboriginal Drug and Alcohol Traineeship Program .

The summary highlights four key topic areas for consideration from the implementation of the NSW Aboriginal Mental Health Worker Training Program.

It is recommended the full document is reviewed by applicants to inform the host organisation application process for the NGO Aboriginal Drug and Alcohol Traineeship Program.

Summary of sound practice in workplace preparation.

- It is important for managers to have a process for assessing a mental health team's capacity to incorporate a Trainee into the team to ensure the Trainee will be well supported.
- Mental Health Teams with the capacity to support a Trainee described the Trainee as fitting in with the overall work of the team. These teams had usually six or more staff, at least two of whom were senior (clinicians).
- Multidisciplinary teams were able to offer Trainees varied experiences and different occupational perspectives.
- Community Mental Health teams provided Trainees with the opportunity to observe the range of mental health services from prevention to acute care, home and in-patient visits.
- Support staff who had been briefed about the aim and objectives of the program, the role and expectations of the trainee and their roles and responsibilities in training and supporting the Trainee, reported more positive experiences than those who were not thoroughly briefed.
- In teams that had prepared an office space and identified support people beforehand, Trainees reported feeling welcomed and supported.

Summary of sound practice in Workplace Training and Support.

- The traineeship was working best in teams where the managers and team members understood the program aim, objectives and expectations.
- Managers that established clear boundaries around trainees could do at any given time of the traineeship provided a safe working environment.

¹ Watson, C & Harrison, N. 2009 New South Wales Aboriginal Mental Health Worker Training Program: Implementation Review, Cooperative Research Centre for Aboriginal Health, Darwin.

- Area Health Services that allocated experienced preceptors and clinical supervisors to the Trainees were providing a high level of on-the-training for the Trainees.
- A thorough orientation and induction process during the first three months provided a good foundation for Trainees to learn about mental health, the workplace and the related community organisations and services.
- The Aboriginal Mental Health Worker Training Program Manual was reported to be valuable in providing guidance.
- It was reported to be important for teams to know they had policy direction and support for the training program for the Minister, senior management, the State Wide Coordinator and the Reference Group.
- Area Health Services that established formal groups or mechanisms to guide the operation of the program were able to provide support both to the trainees and their managers.
- A wide range of informal supports were being provided to Trainees, or Trainees were organising them for themselves.
- Cultural mentors provided important additional support and guidance for Trainees inside and outside the workplace.
- Documentation of training and support activities, including time allocated to the Traineeship, was important for monitoring and evaluation.

Summary of Sound Practice in Combining Work and Study

- Having a preceptor, supervisor and team members who were available to discuss assignments directly assisted the Trainee in completing them and increased the knowledge and the university component of the Traineeship.
- The more managers, clinical supervisors and preceptors knew about the university's expectations the better they were able to support the Trainee.
- Having an allocated study day during the week between residential teaching blocks and resources such as a laptop computer enabled Trainees to more easily complete university requirements.
- Trainees who were able to organise a tutor reported that it had helped them with their time management and ability to understand and complete their assignments.
- Undertaking placements in the same geographical area in different health services, programs and AMSs contributed to building an understanding of the Training Program and strengthening links between services. It also decreased the Trainees' stress by not having to be away from family and support people.
- Having realistic expectations about what can be reasonably expected of a Trainee at each stage of [the] Traineeship was viewed as very useful by both Trainees and teams where they were applied.