

Employment Opportunity at CAHMA

CAHMA is looking for a part time Administration and Communications Officer

The Canberra Alliance for Harm Minimisation & Advocacy (CAHMA) is the ACT's peer-based drug user and drug treatment consumer organisation. CAHMA is an ACT Alcohol, Tobacco and Other Drug Specialist Treatment Service. CAHMA is an Incorporated Association and is run by and for its members. CAHMA is a not for profit NGO which is funded by ACT Health and the Capital Health Network (Canberra's Primary Health Network).

CAHMA undertakes a wide variety of work for one of the most marginalised and criminalised populations in our society – people who use illicit drugs, or who are accessing drug treatment services. We are a low threshold service that often works with people in highly complex situations with multiple factors of disadvantage. All of CAHMA's programs and services are peer based and consumer centric which means that we centre our work around:

- Patient/person centred approaches
- Peer based approaches including peer education, consumer representation and participation.
- Community development
- Lived experience as expertise

CAHMA has roots in harm reduction and we continue to prioritise this approach in our work. CAHMA is part of the ACT Alcohol, Tobacco and Other Drug (ATOD) sector.

Activities include:

- Providing a drop-in space for people to come and talk about their health and wellbeing, access phone, internet and tea and coffee services.
- Referral and peer treatment support (peer based case management) for people seeking drug treatment and/or social services. This can include individual advocacy and peer support processes.
- Both systemic and individual advocacy for our community members.
- Harm Reduction, peer education and health promotion around blood borne virus prevention and treatment, especially hepatitis C.
- Take home naloxone training programs for people at risk of opioid overdose.



- Consumer representation on government and non-government committees and advisory groups. These include Advisory Groups for the ACT Drug Strategy, ACT Opioid Treatment Program, ACT Needle and Syringe Program.
- Community development including upskilling of the affected community via volunteering.

In summary, CAHMA provides unique services to both our community - through peer support, peer education, community development and advocacy - and to the wider community through consultation and representation. We consult as widely as possible with our community to provide a voice that is not often heard. Through provision of this wide range of service types we not only give a voice to a highly marginalized community but also provide peer based drug treatment options for those experiencing problematic drug use. Furthermore through our community development initiatives CAHMA seeks to offer social development pathways for our community including volunteering and employment options.

The Position

CAHMA is looking for an Administration and Communications Officer to work out of its Community Centre in the Churches Centre in Belconnen. The position will be responsible for office administration, co-ordination of CAHMA Board events and CAHMA's AGM. The position will also be responsible for CAHMA's social media presence and will work with others in CAHMA ensure that CAHMA's website is up to date. The successful applicant will have a thorough understanding of issues facing people who use drugs and access drug treatment services, a thorough understanding of harm reduction and Australian Drug User Organisations. Qualifications required are an AOD Certificate 4, a working with vulnerable people's card. A driver's licence is desirable. Participants who are willing to work towards these qualifications are acceptable.

The position is part time (27.5 hours) and will be remunerated under the national Social, Community, Home Care and Disability Services Industry Award 2010 level 3-4 depending on experience and qualifications. Salary packaging options are available.

Applications close at 5pm Friday 13th November 2020

All applications must include a cover letter, current resume and a document addressing the selection criteria. All applications must be emailed to The CAHMA Executive Director Chris Gough at chrisg@cahma.org.au.

For further information and an application pack please contact The CAHMA Executive Director Chris Gough on:
(02) 6253 3643 or 0429 261 683 chrisg@cahma.org.au