

Alcohol and Other Drugs, Intake and Assessment Worker

For this position, preference may be given to persons of Aboriginal and / or Torres Strait Islander descent (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”).

A supportive workplace that will help you to develop your skills further

Not for profit Salary Packaging available

Full-time position

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50th year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the wellbeing of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The AOD Intake and Assessment Worker is responsible for providing timely, culturally safe, and comprehensive intake, screening and assessment services for clients presenting alcohol and other drug issues. The role ensures clients are appropriately triaged, linked into the most suitable services, and supported in their initial engagement with treatment.

This position plays a key role in reducing barriers to access, supporting Aboriginal and Torres Strait Islander clients to navigate services, and ensuring a strong referral pathway into the AOD program and other services.

Key responsibilities

- Conduct culturally safe, trauma-informed client intake and triage
- Perform comprehensive risk and needs assessments
- Develop and document individual care plans with clients
- Coordinate referrals to internal AOD, SEWB, and external services
- Advocate for clients to overcome barriers to treatment

- Maintain accurate, confidential records and ensure compliance
- Support program reporting, evaluation, and quality improvement
- Collaborate with VAHS teams and participate in professional development

Prerequisites

- Relevant qualifications in AOD, Community Services, Social Work, Psychology, Counselling, or related discipline (minimum Diploma in AOD)
- Victorian Working with Children's Check
- National Police Check
- Drivers Licence

How to Apply

Please send your application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9pm, 2 November 2025.