



## Drugs and Alcohol Testing Officer - Casual Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	Drug and Alcohol Testing Officer
Classification:	AO4 / Year 1-6
Salary:	\$47.08 - \$54.04 per hour + Super depending on experience and skills
Work Type:	Casual
Department:	All Miwatj Health Locations
Location:	All Miwatj Health Locations
Reports to:	Manager, Human Resources
Direct Reports:	Nil
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

### OUR VALUES

**We Believe. We Invest.**

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last  
(And we do it **together, always**).

### Primary Objective

Supporting policy and wellbeing of MHAC staff, this role will be responsible for the specimen collection, detection and quantitation of drugs and alcohol in both urine and oral fluid samples.

### Staffing and budget responsibilities

Nil.

### Reporting Relationships

This role reports to the Manager, Human Resources.

### Key Responsibilities

- Working on a casual basis, conduct testing of breath, saliva or urine to detect the presence of AOD in an individual across the MHAC workforce at all MHAC operational sites.
- Accurately record and document specimen results working in accordance to Privacy Act.
- Escalate testing results in accordance with the Drug, Alcohol and the Workplace policy and procedure.
- Support clinical staff in the storage and transport of specimens in accordance with standards when required.

### Qualifications/Professional registration/other requirements

- Completion of a nationally accredited Drug and Alcohol testing

### Selection Criteria

**Essential minimum requirements**

- Demonstrated previous experience working in a similar role and/or ability to work in accordance to the AS/NZS 4760 Standard – Detection of Drugs in Oral Fluids and AS/NZS 4308 – Detection of Drug in Urine.
- Ability to conduct regular travel to remote areas of the Northern Territory.
- High-level verbal and written accuracy with the ability to follow strict policy and guidelines.
- Manual Driver's License.

**Desirable**

- Previous experience working with Aboriginal and / or Torres Strait Islanders

**Delegation Authority / Other Functions  
ONLY IF APPLICABLE**

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

**Acceptance of Responsibilities**

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:	(Employee)	(Manager)
Signed:		
Date:		
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