



<b>Role title</b>	Drug Checking Director- Shift leader
<b>Role kind</b>	Casual
<b>Hours</b>	Casual- variable
<b>Award</b>	SCHADS
<b>Pay rate</b>	6.1
<b>Location</b>	Victoria
<b>Timing</b>	This program will run until June 2026
<b>Reports to</b>	The Loop Australia Victorian Drug Checking Director- Operations

## About The Loop Australia

The Loop Australia is a not-for-profit organisation established in 2018 to develop the sustainable provision of drug checking services in Australia. We are a sister organisation to The Loop UK which formed in 2013 and has provided drug checking for the public since 2016. The Loop Australia has been a mostly volunteer-based organisation, with teams of chemists, health professionals and researchers based in Victoria, New South Wales and Queensland.

**Our Vision:** A safer society where everyone can access accurate, timely, and relevant information to make more informed decisions about drugs.

**Our Mission:** Deliver a world-class drug checking service and disseminate information about drugs to individuals, service providers and policy makers.

## Background

In 2024, the Victorian Health Minister announced the Victorian Government's support for the delivery of drug checking services. Victoria Health sought invitations from service providers to deliver services from both fixed locations and mobile locations (e.g. music festivals). A partnership led by Youth Support and Advocacy (YSAS) in partnership with Harm Reduction Victoria (HRVic), Melbourne Health (MH), Youth Projects (YP) and The Loop Australia (TLA) was successful and has been contracted to deliver the service. Service delivery commenced in 2024, with Beyond the Valley Festival in the last week of December, with the contract end date being June 2026.

## Position Overview

This position is responsible for running the Drug Checking Service shift at either the fixed site or festival/events. This role will work as a Health care and Harm reduction worker with added responsibility for overseeing the shift. This role will provide shift-based supervision of the staff team. This role is subject to the regulatory requirements of approval of a Drug Checking



Director. A Drug Checking Director must be physically present during all hours of operation of the Drug checking service.

#### **Duties and responsibilities of Role:**

- Work as a Healthcare and Harm reduction worker when in shift including the responsibilities and duties of that role:
  - To explain the service including limitations of the service to people who intend to have their substances analysed, to ensure all service users are providing informed consent
  - To provide results of chemical analysis contextualised for individuals taking account of medical conditions, prescribed medication interactions and polysubstance combinations
  - To provide high quality harm reduction information and education in a non-judgemental and respectful manner
  - To complete data entry relating to service delivery
  - To provide referrals on to other health or welfare services, where service users are identified as requiring additional support
  - To work alongside a multidisciplinary team including people with lived experience of drug use, chemists and other health and welfare workers
- Oversee the shift including (but not limited to):
  - start of shift briefings/ end of shift debrief
  - Completing handover documentation
  - Ensuring the shift is meeting OHS and regulatory requirements
  - Responding to and managing incidents
  - Activating and participating in the Alerts and Notifications process to assess unexpected psychoactive substances
  - Ensuring the minimum number of staff are present to run the shift
  - Responding to, and supporting staff queries on shift
  - Ensuring data is correctly entered into the database
- To keep up to date on knowledge of current and emerging drugs including risks
- To participate in training and meetings as required

#### **Hours**

- Casual
- Some weekend and evening work

#### **Mandatory Experience**

- At least 2 years equivalent experience in operational management in the provision of alcohol and other drug treatment services or harm reduction services.
- A drug-checking director should also have knowledge and experience in harm reduction practices, leadership, workforce management, emergency and incident management

## **Qualifications**

- Qualification in one of the following:
  - Medicine
  - Nursing
  - Social Work
  - Psychology
  - AOD or equivalent

## **Key Selection Criteria**

- 1) Two years equivalent experience in operational management (Team leader or above) in the provision of alcohol and other drug treatment services or harm reduction services
- 2) knowledge and experience in harm reduction practices, leadership, workforce management, emergency and incident management
- 3) Experience working with people who use alcohol and other drugs
- 4) Experience in delivering brief interventions including brief assessment, psycho-education, harm reduction education and referral
- 5) Highly developed engagement and communications skills with people from diverse backgrounds
- 6) Experience working in multidisciplinary teams
- 7) Experience using contemporary data collection systems

## **Desirable**

- 1) Experience in working in politically sensitive programs/services
- 2) Experience in volunteering or working in a Drug checking service
- 3) Current first aid certificate
- 4) Current CPR certificate
- 5) Hold a current “C” class drivers licence

## **Guiding Principles and values**

The Loop requires all staff and volunteers to commit to the following principles and values.

### **Guiding principles:**

- We collaborate towards shared goals
- Our services are informed by the people we serve
- We learn by generating, reviewing and applying evidence
- We work efficiently and adapt as situations change
- We do what's possible while working towards our vision

### **Values:**

- Integrity
- Excellence
- Empowerment



- Inclusivity

**To apply for this role please send an email to [admin@theloop.org.au](mailto:admin@theloop.org.au) with the subject heading 'Drug Checking Director- shift leader'. Please include:**

- An overview of your qualifications and experience\*
- A one to two page statement that addresses the key selection criteria
- A copy of your current CV

You can contact Sarah Hiley on [Sarah@theloop.org.au](mailto:Sarah@theloop.org.au) with questions about the role.

**Applications close COB 29th June 2025**