



ABN: 46 114 268 362

The Authentic Voice Of and For Victorians Who Use Drugs
NOTHING ABOUT US - WITHOUT US!

PART-TIME FIXED TERM PAMS Services Officer

Instructions for Applicants

We are looking for someone to assist us in a part-time PAMS Service Officer Role at least three days a week for an initial 12 months with the possibility of continuation.

Harm Reduction Victoria Background

Harm Reduction Victoria is a peer-based organisation representing people who use and/or inject drugs illicitly. We work to reduce stigma & discrimination against people who use drugs and we strongly encourage people with a lived experience of illicit drug use and/or opioid dependence – current or recent included – to apply.

Summary of Role

Harm Reduction Victoria, (HRVic) is seeking an experienced, enthusiastic, non-judgemental person to join our PAMS team in a client-facing role.

The Pharmacotherapy Advocacy Mediation and Support (PAMS) service is a state-wide, telephone-based service that provides mediation, support, advocacy, referral, and information for those involved with treatment for opioid dependence, (methadone and buprenorphine).

For further information please refer to the position description and essential selection criteria

Applying for the position

Please ensure your application arrives by hand, email or post **as soon as possible, and at the latest by 5 pm on Monday 7th of June.**

If you are interested in applying for this position, you will need to ensure you have done the following:

1. Included a cover letter outlining why you would like this role and a document **briefly** responding to **each of the essential selection criteria listed in the Position Description**. Please keep this to 1500 words or less in total. Applications that do not respond to the selection criteria **will not be considered**.
2. A CV, Resume or summary of your work experience relevant to this role (Volunteer work included and valued)
3. An up-to-date contact number and email address

Please email your application to sarahl@hrvic.org.au with the Subject Line: PAMS role application or post to:

c/- Sarah Lord

Harm Reduction Victoria

PO Box 12720 A'Beckett Street

Melbourne Vic 8006

Working with Children Check

Note- We are required by the terms of our funding to undertake Working with Children Check on people likely to work with those under 18 and Police Record Checks on potential employees. A police record ***does not automatically disqualify anyone from working at Harm Reduction Victoria.***

The nature of the record and its potential impact on the role will be considered by the organisation. Please do not let this stop you applying. If you have any queries or concerns about this process please contact Sarah Lord, PAMS Program Coordinator at sarahl@hrvic.org.au

Candidates will only be contacted if offered an interview.