

Feeling Deadly, Working Deadly



NCETA
Australia's National Research Centre
on AOD Workforce Development



An Indigenous Workforce Development Checklist

Forty questions to work out if organisations are adequately supporting and developing their Indigenous AOD workers. If the answer is No to any of these questions, what can be done to address this?

	Yes	No	N/A
1. Do you regularly consult with Elders in your community?			
2. Does your workplace consult with community to identify current AOD trends within specific Indigenous communities?			
3. Does your workplace assess community needs and invest in developing services accordingly?			
4. Do you feel your workplace is well accepted by the community?			
5. Are Indigenous ways of working incorporated into AOD programs in your workplace?			
6. Are you involved in workplace planning, and community development processes?			
7. Does your workplace have strategies to incorporate Indigenous knowledge into policy and procedures?			
8. Does your organisation facilitate access to culturally relevant training/professional development?			
9. Does your workplace have policies and procedures to ensure worker safety in working with clients?			
10. Do you have an adequate bereavement/compassionate leave policy in your workplace?			
11. Do you have an adequate ceremonial leave policy in your workplace?			
12. Do you have an adequate leave policy in your workplace to participate in NAIDOC week celebrations?			
13. Do your managers/supervisors support networking, building and maintaining community relationships?			
14. Do your clients have access to culturally appropriate AOD services?			
15. Does your workplace have grievance procedures to deal with worker and/or client complaints?			
16. Are you able to access cultural healing practices for clients and workers?			
17. Do your managers/supervisors understand and support community obligation?			

cont...

	Yes	No	N/A
18. Does your workplace have policies and procedures to address racism?			
19. Does your workplace give recognition to Indigenous knowledge, and lived experiences of Indigenous AOD workers?			
20. Are non-Indigenous managers/supervisors/co-workers culturally accountable to Indigenous workers?			
21. Does your workplace have processes to recruit appropriate non-Indigenous staff?			
22. Does your workplace have policies to ensure confidentiality?			
23. Do you have policies to employ culturally safe practices within your workplace?			
24. Do you incorporate gender appropriate practices in your organisation?			
25. Does your workplace have Indigenous specified positions?			
26. Does your workplace support/create career paths for Indigenous AOD workers?			
27. Does your workplace have an Employee Assistance Program (EAP) for Indigenous AOD workers to access counselling services?			
28. Does your workplace have a high rate of staff turnover?			
29. Does your workplace regularly evaluate programs and cultural work practices?			
30. Do you have flexible work arrangements?			
31. Do you participate in clinical supervision?			
32. Do your supervisors/managers recognise signs of work stress in Indigenous workers?			
33. Do your managers/supervisors encourage self-care activities to enhance worker wellbeing?			
34. Do you have access to mentoring?			
35. Does your job specification accurately reflect the task you undertake in your role?			
36. Are you adequately supported by non-Indigenous co-workers?			
37. Do you feel your salary is adequate for the work you do?			
38. Do management/supervisors have realistic expectations of your work?			
39. Do you have a manageable workload?			
40. Do you regularly undertake performance appraisals?			

*This checklist has been adapted from: Bates, N., Weetra, D., & Roche A.M. (2010). *An Indigenous Workforce Development Checklist for the AOD Field*. National Centre for Education and Training on Addiction (NCETA), Flinders University, Adelaide SA.



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Copies of resources developed as part of the 'Feeling Deadly, Working Deadly' Resource Kit are available for download from the NCETA website: www.nceta.flinders.edu.au