

Position description



Title:	Senior AOD Counsellor
Business Unit:	Torque Program – Uniting AOD & MH (Metro) Division
Location:	26 Jessie St., Coburg
Employment type:	Full Time (76 hours per fortnight), Maximum Term Contract until 16 th May 2022
Reports to:	Team Leaders – Catalyst Programs

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice
Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The purpose of this position is to support the development and delivery of evidence based individual and group therapeutic interventions intended to:

- Provide behaviour changing interventions to assist individuals to reduce or cease harmful alcohol and drug use;
- Assist participants to establish healthier lifestyles free of problematic alcohol and drug use;
- Assist participants to avoid and better manage relapse.
- Assist participants to make the link between their offending behaviour with contributing factors
- Provide behaviour changing interventions to decrease recidivism

Scope

Budget: *nil*
People: *nil*

Relationships

Internal:

- Reports to: Team Leaders – Catalyst Programs
- Manager – Catalyst & Consumer Participation Programs
- Liaises with: Other AOD & MH (Metro) Division Managers
- Clinicians, Counsellors and other AOD & MH (Metro) Division staff

Approval: (position [see delegations of authority policy])	Page 1 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

External

- Clients, Families & Significant Others
- GP's & Hospitals
- Mental Health Services
- AOD Services
- Family Services and Department of Families, Fairness, and Housing (DFFH)
- Housing Workers and Homeless Support
- Debt / Financial Counselling
- Employment services
- Corrections, courts and Legal Services

Key responsibility areas

Provision of Treatment Services

- Provide high quality engagement, assessment, treatment and support services to individuals and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles.
- Assess the suitability of clients referred to the program and facilitate the intake and assessment process in collaboration with intra and inter service providers.
- Facilitate program information group sessions and access to accommodation support for clients expressing interest in attending the program.
- Ensure that clients on a waitlist have Interim Support Plans to help clients avoid and better manage relapse.
- Work with clients to develop, implement and review their individual treatment goals including discharge plans.
- Collaborate with existing service providers and facilitate referrals to other services if indicated.
- Facilitate a range of therapeutic and psycho-educational groups, including group interventions for families and significant others.
- Demonstrate proficiency in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Participate in 'housekeeping' activities that support the day to day operation of the program.

Program Development and Review

- Promote client participation in formal internal and external evaluation activities. Actively contribute in formal intra and inter service program development and evaluation activities which may include participating in working parties.
- Participate in program marketing activities.
- Contribute to staff development via coaching and on the job training e.g. coaching developing staff in program session content and group facilitation, providing constructive feedback to developing staff members, informing line management of any concerns regarding developing staff members

Professional Liaison and Consultation

- Develop collaborative and productive working relationships with intra and inter service providers and stakeholders.
- Maintain regular communication and feedback with the Team Leader and Manager regarding waiting list, risk management and group interaction.
- Actively participate in the clinical review of individual treatment plans in collaboration with the team and external service providers where indicated.

Supervision and Professional Development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by Uniting and attend relevant training as required.
- Supervise students during placement and providing formal supervision if you possess the appropriate qualifications as required by their educational institution;

Administration

- Maintain file records, data collection processes and reporting as required.
- Contribute to the achievement of quality improvement, both in terms of individual and program performance by encouraging an environment where high quality work is achieved and supported by the adherence to/development of quality systems documentation
- Adhere to and keep informed of all relevant legislative compliance requirements, and report any perceived breaches, risks, hazards, incidents and complaints to line Manager or other appropriate person.
- Undertake other duties as directed by the Team Leader.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.
- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 12 months of employment).
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).

****Note: refer to appendix A for details on competencies****

Experience

- Experience working with AOD or dual diagnosis clients.
- Demonstrated experience providing drug and alcohol assessment and counselling activities.

Core selection criteria

- Demonstrated knowledge and some experience with case formulation, development of Individual Treatment Plans and discharge planning.
- Capacity to facilitate a range of therapeutic and psycho-educational groups, including group interventions for families and significant others.
- Demonstrated knowledge and some experience in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Ability to work effectively with clients with alcohol and other drugs dependency in a harm minimisation framework.
- Well-developed communication and conflict resolution skills.

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Senior AOD Counsellor



- Capacity to develop collaborative and productive working relationships with intra and inter service providers and stakeholders.
- Ability to contribute in formal intra and inter service program development and evaluation activities.
- Highly developed oral and written communication skills.
- Capacity to maintain file records and data collection processes as required.
- Demonstrated commitment to appropriate supervision and professional development.
- Current Driver's License.

Appendix A - AOD and Dual Diagnosis Competencies

The competencies required in the first 12 months are;

- CHCAOD001: Work in an alcohol and other drug context
- CHCAOD002: Work with clients who are intoxicated
- CHCAOD004: Assess the needs of clients with alcohol and/or other drug issues
- CHCAOD009: Develop and review individual alcohol and other drug treatment plans

The competencies required in the first 24 months are;

- CCHAOD006: Provide interventions for people with alcohol and other drug issues.
- CHCAOD007: Develop strategies for alcohol and other drug relapse prevention and management

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

	Employee	Manager
Name:		
Signature:		
Date:		