

# Position Description

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| <b>Title</b>           | AOD Counsellor                                      |
| <b>Business Unit</b>   | Catalyst Program, AOD & Mental Health               |
| <b>Location</b>        | 26 Jessie Street, Coburg   349 Bell Street, Preston |
| <b>Employment type</b> | Full time, Maximum Term (until 6 June 2022)         |
| <b>Reports to</b>      | 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.

As an organisation, 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

### 1. 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.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Counselling Coordinator
- Clinicians, Counsellors and other AOD staff

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#### External

- Clients, Families & Guardians
- Other AOD agencies
- GP's
- Mental Health Services
- Community Corrections services
- Hospitals Family Services
- Housing Workers and Homeless Support
- Child Protection
- Debt / Financial Counselling
- Employment services

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## 4. 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.
- 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.
- 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.
- Participate in 'housekeeping' activities that support the day to day operation of the program.

### Project 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.

### Professional Liaison and Consultation

- Support 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

- Work closely with the Manager and senior officers of Education and Training team to ensure that resources are used in a sustainable manner

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- Take a role in maintaining a safe and equitable workplace
- Undertake other duties as directed by the Manager of Education and Training.

#### 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.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- 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 General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 5. 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 24 months of employment).

### Experience

- Experience working with AOD or dual diagnosis clients.
- Demonstrated experience providing drug and alcohol assessment and counselling activities.
- Demonstrated Knowledge and some experience with case formulation, development of Individual Treatment Plans and discharge planning.
- Demonstrated Knowledge and some experience in the application of Motivational Enhancement and Cognitive Behavioural Therapies.

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#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Good oral and written communication skills
- Demonstrated ability to plan develop, deliver and review training and education materials
- Demonstrated ability to manage basic projects on time and on budget
- Demonstrated commitment to quality assurance and customer service
- Ability to use Microsoft Office suite
- Knowledge of OH&S and Equal Opportunities legislation
- Current Drivers Licence
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.

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#### 6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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.**

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#### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

##### Employee

Name:

Signature:

Date: