

Position Description



Title	AOD Counsellor – Coburg and Broadmeadows
Business Unit	Community Counselling – Inner North and North West Catchments - ReGen
Location	26 Jessie St, Coburg and 413-419 Camp Rd, Broadmeadows (in future)
Employment type	Full time, Maximum term
Reports to	Counselling Coordinator

1. 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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, 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

2. Position purpose

The purpose of this position is to reduce AOD related harms to individuals and their families by conducting assessments and providing a range of counselling interventions to assist clients and their family members to change harmful behaviours and increase their capacity to effectively manage the problems they are experiencing associated with AOD use and promote recovery. The position will likely co-locate to provide counselling support in the LGA of Hume at another Uniting site in future.

3. Scope

Budget: Nil

People: Nil

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4. Relationships

Internal:

- Counselling Coordinator
- Catchment Manager/s
- Clinicians, Counsellors and other ReGen staff

External:

- Clients, Families & Guardians
 - GP's
 - Mental Health Services
 - Family Violence Services
 - Hospitals Family Services
 - Housing Workers and Homeless Support
 - Child Protection
 - Debt / Financial Counselling
 - Employment services
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5. Key responsibility areas

Briefly outline the primary responsibilities of this position in bullet points, (keep it brief but ensure you list all key areas of responsibility) - group under headings in order of importance – see examples below:

Provision of treatment services

- Providing high quality engagement, assessment, treatment and support services to individuals and their families, through evidence-based, therapeutic counselling and group work.
- Conducting comprehensive assessments including:
 - Ascertaining information on substance abuse, history, mental health and risk;
 - Determining if a client requires a standard or complex treatment response;
 - Utilising the mandated AOD assessment tool;
 - Arranging further assessments and secondary consults if required; and
 - Presenting assessments at clinical review and making recommendations.
- Contributing effectively to clinical review.
- Developing treatment plans and providing effective counselling interventions and assertive referrals to meet the individual needs of clients and their families, including those with complex needs.
- Provide information, education and practical assistance to clients to help them to reduce the harms of their substance use.
- Providing clients with exit and post treatment support plans to offer them appropriate support to maintain treatment gains.
- Facilitating interim support for clients awaiting the commencement of counselling services.
- Considering the needs of and identifying any risks to vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service agents when indicated.

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- Providing back up support to the Triage function when required.
- Professional liaison and consultation**
- Coordinating with Care and Recovery and Clinical Review processes to support seamless transitions between service types and a consistent approach to supporting the achievement of clients’ recovery goals.
 - Consulting with other services to develop and support the provision of recovery and harm reduction orientated treatment.
 - Developing and maintaining collaborative and productive working relationships with internal and external stakeholders.
- Supervision and professional development**
- Actively participating in ongoing professional development, individual and group supervision and relevant training as required.
 - Supporting the student placement program and supervising students as requested.
- Administration**
- Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner.
 - Contributing to the achievement of continuous quality improvement.
 - Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant.
 - Undertaking other duties as directed by the Supervisor and Catchment Manager.
- 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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6. 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).
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).

Experience

- Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis clients.
- Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Harm Minimization, Family Inclusive Practice, Trauma informed Practice, self-help groups, Community Reinforcement Approaches.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
- Proven ability to work with a range of people and organisations (including specific work groups such as Aboriginal, CALD and Forensic clients).
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- Ability to convey warmth, openness, empathy and concern for the welfare of clients.
- Collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Current Drivers Licence

7. 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.

8. Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Manager

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Name:

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Signature:

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Date:

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