

# Position Description

<b>Title</b>	Alcohol and Other Drugs (AOD) Counsellor
<b>Business Unit</b>	AOD & Mental Health
<b>Location</b>	26 Jessie Street, Coburg
<b>Employment type</b>	Full Time, Maximum Term
<b>Reports to</b>	Counselling Team Leader / Manager Catchment Clinical Services

## 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 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.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Counselling Team Leader
- Manager Catchment Clinical Services
- Clinicians, Counsellors and other Uniting AOD staff

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#### External

- Clients, Families and Guardians
- GP's
- Mental Health Services
- Housing and Homeless Support Services
- Child Protection
- Financial Counselling
- Employment Services
- Other welfare services

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#### 4. Key responsibility areas

##### 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;
  - Utilizing the mandated AOD assessment tool;
  - Arranging further assessments and secondary consults if required.
- 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.
- 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.

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#### 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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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).
- Competencies in dual diagnosis (or able to complete within the first 24 months of employment).  
**(Refer to appendix A for details on competencies)**

### 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 Behavioral Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.

### Core selection criteria

- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Values alignment:** ability to demonstrate and authentically promote Uniting's values (*this is mandatory in all Uniting position descriptions*).
- 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 organizations (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.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect

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- Current drivers' licence

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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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#### Appendix A

##### AOD Competencies

Uniting AOD requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies ReGen will invest in the person's professional development by providing them through its RTO.

The competencies required in the first 12 months of employment are;

- CHCAOD001 - Work in the AOD sector – 4 days
- CHCAOD004 - Assess needs of clients with AOD issues and CHCAOD009 - Develop and review individual AOD treatment plans – 6 days combined

The competencies required in the second 12 months are;

- CHCAOD002 - Work with clients who are intoxicated – 3 days
- CHCAOD006 - Provide interventions for people with AOD issues and CHCAOD007 - Develop strategies for AOD relapse prevention and management – 8 days combined

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#### 7. Acknowledgement

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

##### Employee

Name:

Signature:

Date: