

# Position Description



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| <b>Title</b>           | AOD Family Counsellor                                      |
| <b>Business Unit</b>   | Traralgon Youth Residential Rehabilitation Program         |
| <b>Location</b>        | Northern Avenue Traralgon                                  |
| <b>Employment type</b> | As per the Employment Agreement                            |
| <b>Reports to</b>      | Manager Traralgon Youth Residential Rehabilitation Service |

## 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

To ensure integrated planning and service provision for parents with their babies who undertake rehabilitation at Traralgon Youth Residential Rehabilitation. The role works with Family support services, Maternal and Child Health Nurses, AOD service streams (Intake and Assessment, Counselling, Care Coordination). In addition to parent with accompanying child in the program, the role assists all residents with family supports and linkages to support services.

## 3. Scope

**Budget:** nil

**People:** nil

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| Approved by: (position [see delegations of authority policy]) | Page 1 of 4   | Division: People and Culture |
| Date Approved: <Date>   | Printed copies of this document are not controlled. | Next Review Date: <Date>     |

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### 4. Relationships

#### Internal:

- Manager, AOD workers, Cook, Administration, Contracted Education and Activities workers
- Uniting AOD & MH Programs, Uniting Programs

#### External

- [Not limited to] Royal Womens Hospital WADS, Mercy Transitions Clinic, DHHS Child Protection Services, Family Violence services, Housing, Centrelink, Parenting Assessment Centres, Family Support Services
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### 5. Key responsibility areas

#### Service delivery

- Participate in the admission of residents to Traralgon Youth Residential Rehabilitation.
- Provide high quality engagement, assessment, treatment and pre and post support services to individuals and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis principles.
- Providing practical assistance, such as parenting education and support to parents undergoing withdrawal. This includes provision of childcare on occasions.
- Provision of harm reduction information and education.
- Coordination of and contribution to case conferences with maternity services to facilitate assessemet, referral and treatment planning for pregnant women and parents seeking access.
- Develop short term recovery plans by assisting clients to identify achievable and relevant goals
- Identify the needs of vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service and Family violence support organisations
- Provide clinical expertise and secondary consultation to other health and welfare services.
- Develop and maintain collaborative and productive working relationships with a range of stakeholders including GPs, mental health services, hospitals, family services, housing workers and homeless support, child protection, debt/financial counselling, employment service and other stakeholders.
- Develop relationships within the sector, identifying new partnerships and enhancing existing ones to improve interagency collaboration and recovery pathways for clients.
- Participate in team planning, steering groups, reference groups and working parties inside and outside the agency as appropriate.

#### Supervision and professional development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided and attend relevant training as required.
- Assist in the provision of support and supervision to other staff as requested
- Support the student placement program and supervise students as requested.

# Position description

## AOD Family Counsellor



### Quality and risk

- Report to the Program Manager issues of relevant risk relating to the welfare and health of parents and infants within Traralgon Youth Residential Rehabilitation.
- High quality documentation and clinical report writing of interactions.
- Adhere to site specific policies and guidelines.
- 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.

### 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.

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## 6. Person specification

### Qualifications

- Essential – Bachelor level Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology or Allied Health Sciences.
- Preferred - Competencies in dual diagnosis (or able to complete within the first 24 months of employment).

### Experience

At least two years experience in a similar role

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- Experience in the provision of Alcohol and drug treatment.
- Experience working with Child Protection, Child First or family violence services.
- Outstanding communication skills and problem solving skills.

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|---|---|------------------------------|
| Approved by: (position [see delegations of authority policy]) | Page 3 of 4   | Division: People and Culture |
| Date Approved: <Date>   | Printed copies of this document are not controlled. | Next Review Date: <Date>     |

# Position description

## AOD Family Counsellor



- Demonstrated self motivation and solution focused
- Reputation for strong work ethic and hard work.
- Demonstrated team communication skills

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### 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.**

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### 8. Acknowledgement

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

|            | <b>Employee</b> | <b>Manager</b> |
|------------|-----------------|----------------|
| Name:      |                 |                |
| Signature: |                 |                |
| Date:      |                 |                |