

Position Description



Title	Senior AOD Counsellor
Business Unit	NEAMI Towards Home + Geelong Team
Location	92 Little Myers Street, Geelong, 3220
Employment type	Full time (76 hours per fortnight), Maximum Term (until June 2021)
Reports to	Manager NEAMI Towards Home + Geelong, and Uniting Team Leader Co-ordination and Support

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 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

2. Position purpose

This position is a part of the Towards Home Plus Team, a joint initiative led by NAEMI and partnered with Launch Housing, Wathaurong Aboriginal Co-operative, Uniting AOD & Mental Health Services, Bolton Clarke and Melbourne City Mission.

The team offers a holistic, assertive outreach support service to people who are homeless and rough sleepers. It provides intensive, flexible, responsive, client focussed support featuring a multidisciplinary team approach with the aim of assisting clients to successfully sustain housing, improve physical and mental health and develop connections within the local community.

3. Scope

Budget: Nil

People: Nil

4. Relationships

Internal:

- Uniting AOD & Mental Health Services

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- NEAMI

External

- DHHS
- Department of Justice
- AOD Services
- Housing Services
- ACSO
- Mental Health Services
- GPs and Allied Health Services
- Material Aid providers

5. 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.
- Provide specialist alcohol and other drug (AOD) expertise as part of a secondary consultation role to the team, or on occasions, directly to clients who have needs that require specialist AOD interventions.
- Conduct assessments, support access to treatment and health services and provide recovery focused support.
- Collaborate with existing service providers and facilitate referrals to other services if required.
- Case management.

Performance Management

- Uniting AOD & Mental Health Services has responsibility for performance management that includes an annual appraisal, six monthly review and ongoing management of issues arising. This process necessarily involves negotiation and close liaison and input from both NEAMI and Uniting.

Program Development & Review

- Actively contribute in formal intra and inter service program development and evaluation activities which may include participating in working parties.

Professional Liaison & Consultation

- Develop collaborative and productive working relationships with intra and inter service providers and stakeholders.
- Maintain regular communication and feedback with the Service Manager - NEAMI and Uniting AOD & Mental Health Services management.

Supervision & Professional Development

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by Uniting AOD & Mental Health Services and attend relevant training as required.
- General, day-to-day supervision will be provided by the Service Manager - NEAMI. Uniting Team Leader Co-ordination and Support will also provide regular individual and group clinical supervision.
- 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

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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 Service Manager - NEAMI and/or Uniting Team Leader Co-ordination and Support.

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.

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).
- **(refer to appendix A for details on competencies)**

Experience

- Significant experience working with AOD or dual diagnosis clients.
- Demonstrated skills and experience providing drug and alcohol assessment, assertive outreach, counselling and case management activities.
- A demonstrated understanding and knowledge of the key issues affecting the homelessness or at risk of homelessness.
- Knowledge of /understanding of the link between trauma and homelessness.
- Ability to liaise and effectively communicate with a wide manage of stakeholders including the ability to consult, liaise and negotiate with clients, carers, family members, general community and professionals

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
- A sound understanding of the issues surrounding homelessness and a commitment to working with people who are disadvantaged within the community.

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- An ability to work sensitively and effectively with people who are homeless and in housing crisis.
- An understanding of the specialist homelessness system in the Geelong region including current forms of housing assistance.
- Well-developed interpersonal communications, advocacy, negotiation and conflict management skills.
- Proven ability to work collaboratively within an interdisciplinary team and contribute to a positive team culture.
- Demonstrated high level of energy, enthusiasm, reliability, resilience and flexibility.
- Demonstrated communication skills especially in the areas of communicating plans, negotiating agreements, resolving conflict and following up arrangements.
- Demonstrated ability to work in partnership with a range of stakeholders, including clinical and non-clinical staff and consumers carers, family and/or friends.
- Current Drivers Licence

Appendix A

AOD Competencies

Uniting AOD & Mental Health Services 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

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
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>