

# Position Description

<b>Title</b>	Senior AOD Counsellor – Drug Court
<b>Business Unit</b>	Forensic Services   AOD & Mental Health
<b>Location</b>	Melbourne Magistrates Court Level 2, 350 Queen St, Melbourne
<b>Employment type</b>	Full Time, Maximum Term
<b>Reports to</b>	Manager of Forensic 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

This position is designed to deliver counselling services to the Melbourne Drug Court (MDC) in partnership with Odyssey House Victoria. The key purpose of the role is to provide dual-diagnosis-informed AOD counselling to people with a history of offending and who have been sentenced to the Melbourne Drug Court as an alternative to prison. You will have the opportunity to work on a diverse team of specialists and to achieve positive change in the lives of people who want to address their substance use and offending behaviour.

The purpose of this position is to reduce AOD related harms to individuals and their families by providing support, referrals, secondary consultation and liaison with other in-house health and welfare providers and the MDC staff and Magistrate. The position has a focus on assessing and addressing the underlying causes of offending, including support and referrals around welfare and mental health issues.

### 2. Scope

**Budget:** nil

**People:**

- Reports to the Manager of Forensic Services and Odyssey House Victoria Drug Court Team Leader

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### 3. Relationships

#### Internal

- Manager of Forensic Services
- Other Uniting agencies and staff

#### External

- Odyssey House Victoria
  - Drug Court Magistrates
  - Housing Worker
  - Clinical Advisors
  - Case Manager
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### 4. Key responsibility areas

#### Casework and provision of treatment services

- Building strong and effective relationships with program participants and their families to create positive expectations and confidence in treatment.
- Providing high quality engagement, assessment, counselling and support services to individuals and their families, through evidence-based counselling interventions.
- Operating within diverse therapeutic frameworks and treatment modalities and providing effective counselling interventions to meet the individual needs of participants, with complex needs and their families.
- Assisting with to the development of treatment plans with other stakeholders
- Providing information, individual support, education, and practical assistance to participants to help them to reduce the harms of their substance use.
- Considering the needs of (and identifying any risks to) partners and vulnerable children, working with families to develop safety plans, and facilitating referrals to Child First and Family service agents when indicated.
- Participating in the development of exit and post-treatment support plans to offer appropriate guidance including handover and referral to maintain treatment gains.
- Working with diverse communities including people who identify as Aboriginal and Torres Strait Islanders, CALD and LGBTQI.
- Collaborating and providing secondary consultation with other services/professionals where an integrated/multidisciplinary approach is required. This includes, but is not limited to, mental health, generalist counselling, medical, family counselling, domestic violence workers and culturally appropriate services.
- Providing MDC participants with high quality education and written information around the management of AOD issues and the specific needs and issues they face. • 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 a high standard of documentation (including client files and records) compliant with accountability structures and in accordance with professional, legislative, contractual service obligations and organisational standards.
- Providing data to assist in the MDC information requirements.
- Preparing reports for the Court and providing expert advice to the Magistrate.

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- Participating in, and contributing to, meetings and presenting on relevant client issues.
- Adhering to and keeping informed of all relevant legislative compliance requirements, reporting any perceived breaches, risks, hazards, incidents and complaints to the Line Manager or other appropriate person.
- Undertaking other duties as directed by the Team Leader, OHV Program Manager, Line Manager and/or Drug Court Manager.

**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, 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. Performance indicators

- TBC

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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)
- Fulfils requirements for DHHS Accredited Forensic Clinical Drug Assessor.

##### Desired Experience

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

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.

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- Relevant Health, Social or Welfare tertiary qualification such as Social Work, Psychology, Nursing or Allied Health Sciences, or equivalent knowledge and experience.
- Minimum of 4yrs' clinical experience as an AOD Counsellor.
- Proven ability to work effectively with people and families experiencing problematic alcohol and other drug use in a respectful, compassionate, positive manner.
- Demonstrate a commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of client.
- Collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Specialist knowledge in one or more relevant areas such as Family Therapy, Mental Health, Family Violence, Trauma, Criminology etc.
- Satisfactory outcome of a confidential Police Check and Working with Children Check.
- First Aid Certificate (or able to complete within 12month of employment)

## Appendix A

### AOD Competencies

ReGen 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. 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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## 8. Acknowledgement

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

### Employee

Name:

Signature:

Date:

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