

# POSITION DESCRIPTION

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## 1 - POSITION DETAILS

<b>Position Title</b>	Alcohol and Other Drugs (AOD) Counsellor
<b>Position Number</b>	PH-IC-AODC00001 – Alcohol and Other Drugs Counsellor
<b>Enterprise Agreement / Award</b>	SACS Multi Enterprise Agreement 2017
<b>Employment Status</b>	Permanent Part Time
<b>Classification Level / Grade</b>	Level 4
<b>Service Area</b>	Primary Health
<b>Team</b>	Integrated Care
<b>Location</b>	Parkdale, Chelsea and Clarinda
<b>Line Manager</b>	Psychologist
<b>Supervises</b>	Not Applicable

## 2 – ABOUT US

CBCHS is a for-cause, not-for-profit organisation providing a wide range of allied health, dental, child development, disability and aged care services to more than 15,000 clients every year in and around the City of Kingston. Many of our clients are differently abled, socially isolated, financially disadvantaged or exposed to other socio-economic vulnerabilities. Our head office is in Parkdale with programs and services also offered at Chelsea, Clarinda, Mentone, Cheltenham, Clayton and Edithvale.

We are a values driven organisation with a reputation for service innovation and quality. We are a flexible and inclusive employer that values and supports workforce diversity. We strongly support equal opportunity and encourage applications from all people including Aboriginal and Torres Strait Islander communities, those with culturally and linguistically diverse backgrounds, the LGBTIQ community, and people with a disability.

Please visit our website for more information [www.cbchs.org.au](http://www.cbchs.org.au)

## 3 - POSITION PURPOSE

Working as a member of the Adult Alcohol and Other Drug (AOD) services, this position will provide high quality, effective and efficient counselling services. This includes assessment, a range of interventions, for long term recovery focussing on problematic substance abuse as well as promoting health, wellbeing and social connectedness to achieve client goals and outcomes.

## 4 – KEY RESPONSIBILITIES

### Clinical / Professional - Drug and Alcohol Counselling Service

- Provide comprehensive AOD assessment and therapeutic interventions to people presenting with substance use and co-occurring mental ill health issues within a harm minimisation framework;
- Provide individual counselling utilising motivational interviewing as an overarching framework of practice with a focus on CBT interventions that target behaviour change;



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- Provide high quality services to clients and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles;
- Develop and review regularly treatment plans to meet the individual and monitor the effectiveness of outcomes and report at client management meetings;
- Ensure that clients have exit and post treatment support plans in place;
- Facilitate group work as required to respond to the needs of the client group;
- Work in accordance with individual performance targets achieving Drug Treatment Activity Units (DTAU's) and report using the services reporting systems;
- Assess clients for referral to specialised services as appropriate in consultation with team members;
- Provide support to students and volunteers within the team as directed by the Manager;
- Develop and maintain community support networks;
- Liaise with other relevant service providers, for referral, consultation, discharge planning, monitoring and review;
- Develop programs and interventions to address the needs of the client group;
- Develop and maintain knowledge of the relevant programs and services within the scope of role.

## Measurement and Reporting

- Manage client case ratios effectively to ensure that caseloads are met and reported;
- Meet the target of DTAU's per annum;
- Contribute to the effective functioning of the service by ensuring that accurate and appropriate documentation of client information, statistics and educational material is maintained. This includes maintaining relevant databases including Trakcare;
- Maintain accurate medical and statistical records in accordance with CBCHS policy and procedures.

## Team Responsibility

- Effective representation and participation in designated team meetings, case reviews, supervision and client care meetings as requested;
- Actively participate and contribute to the ongoing development of effective working relationships with internal and external stakeholders;
- Represent CBCHS Counselling Service both within the organisation and in the surrounding community;
- Effective liaison with other community services and professional staff to promote cooperative professional relationships that ensure optimal client care;
- Identify, develop, implement and evaluate quality improvement activities in relation to team and organisational initiatives;
- Participate in projects and initiatives as required;
- Other duties as directed.

## 5 – ORGANISATIONAL VALUES

CBCHS is committed to achieving its Vision of better health, wellbeing and support for our communities. CBCHS staff are required to uphold the core values of:

### Respect

For each individual, families and for the diverse cultures within our communities.



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## **Empowerment**

As a cornerstone of how we work; we acknowledge the potential of each person and promote client participation and contribution.

## **Collaboration**

With each other and with members of the community and colleagues from other organisations. We recognise that together we can achieve better outcomes.

## **Quality**

In all aspects of our work. Our practice is evidence based and we continually strive to achieve excellence in all of our programs and services.

## **Transparency**

In how we operate, particularly in how we make decisions and communicate.

## **6 – ORGANISATIONAL RESPONSIBILITIES**

All employees are required to participate in organisational initiatives, including OHS, HR, Risk, Quality, Facilities & Learning and Development.

### **OHS**

Ensure requirements of the Occupational Health and Safety Act 2004 are followed. This includes ensuring work is undertaken safely, injuries, accidents, near misses and potential hazards are reported immediately, and as required employees participate in or support consultative structures including the OHS Committee.

### **Continuous Quality Improvement**

Participate in the established quality and safety systems to ensure that safe high quality care is provided to all clients at all times. This includes assisting CBCHS to maintain quality accreditation standards by identifying and participating in the development and implementation of quality improvement initiatives.

### **Duty of Care**

Take reasonable steps to protect themselves, their colleagues and clients from injury or harm. This includes ensuring that adequate supervision/support is provided to all clients.

### **Code of Conduct**

Familiarise themselves with and abide by the CBCHS Code of Conduct and ensure that their actions are in accordance with the CBCHS values and organisation policies and procedures.

### **Community Participation**

Assist CBCHS to promote awareness to the community that consumer, carer, and community participation at all levels of the organisation is encouraged. This includes encouraging community participation in surveys, focus groups and committees as required. Additionally, Primary Health employees must contribute as relevant to CBCHS health promotion plan by working collaboratively with other health professionals.

## **7 – WORKING RELATIONSHIPS**

### **Direct Reports:**

- Nil.



## Other Internal working relationships include:

- Line Manager;
- Other CBCHS Employees and Committees.

## External working relationships include:

- Clients and service users of CBCHS;
- Other key stakeholders that relate to the scope of role;
- Consortium partner agencies;
- All other agencies necessary.

## 8 – KEY SELECTION CRITERIA

### Qualifications & Experience

- Certificate IV in AOD;
- Minimum tertiary level qualification in areas including counselling or equivalent relevant field;
- Appropriate registration with member organisation.

### Knowledge & Skills

- Demonstrated experience in the delivery of clinical interventions with AOD clients with complex and multiple needs desirable;
- Proven skills in the application of assessment, case formulation, treatment planning and discharge planning;
- Demonstrated ability in ensuring referrals across a range of service networks and pathway linkages, which allow for the best possible outcomes for clients;
- Highly developed communication and conflict resolution skills and the capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders;
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, and positive manner;
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm;
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients;
- Demonstrated knowledge of the psychosocial issues affecting people with problematic substance abuse issues;
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients;
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers;
- Well-developed interpersonal and written skills ;
- High level of computer proficiency with attention to detail and accuracy, particularly using word processing and database applications;
- Current Victorian Driver Licence.

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## Compliance Checks

In line with legislation CBCHS will conduct the following checks that must be returned clear before commencing:

- Police Check – If applicable;
- NDIS Worker Screening Check – If applicable;
- Disability Code of Conduct Acknowledgement – if applicable;
- CBCHS Child Safe Code of Conduct Acknowledgement;
- Working with Children Check;
- Professional Registrations if applicable;
- All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian Visa that will legally enable them to fulfil the obligations of the contract of employment.

