

Position Description

Title	AOD Counsellor
Business unit	Catalyst Programs / AOD, Mental Health, Carer Services and Tasmania
Location	55 Webb Street, Narre Warren
Employment type	As per employment agreement
Reports to	Team Leader, Catalyst Programs

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 support the development and delivery of evidence-based individual and group therapeutic interventions intended to:

- Provide behaviour changing interventions to assist individuals to reduce or cease harmful alcohol and drug use;
- Assist participants to establish healthier lifestyles free of problematic alcohol and drug use; and
- Assist participants to avoid and better manage relapse.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- AOD, MH and Carer Managers
- Catalyst Team members

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External

- Consumers and significant others
- Community Services
- Employment Services
- Family Services
- Housing and homelessness agencies

4. Key responsibility areas

Service delivery

- 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.
- Assess the suitability of clients referred to the program and facilitate the intake and assessment process in collaboration with intra and inter service providers.
- Facilitate program information group sessions and access to accommodation support for clients expressing interest in attending the program.
- Ensure that clients on a waitlist have Interim Support Plans to help clients avoid and better manage relapse.
- Work with clients to develop, implement and review their individual treatment goals including discharge plans.
- Collaborate with existing service providers and facilitate referrals to other services if indicated.
- Facilitate a range of therapeutic and psycho-educational groups, including group interventions for families and significant others.
- Demonstrate proficiency in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Participate in 'housekeeping' activities that support the day-to-day operation of the program.

Program development and review:

- Promote client participation in formal internal and external evaluation activities.
- Actively contribute and participate in formal intra- and inter-service program development and evaluation activities which may include participating in working parties.
- Participate in program marketing activities.
- Contribute to staff development via coaching and on the job training e.g. coaching developing staff in program session content and group facilitation, providing constructive feedback to developing staff members, informing line management of any concerns regarding developing staff members.

Supervision and professional development:

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision provided by Uniting and attend relevant training as required.
- 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 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 Team Leader.

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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.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Nursing or Allied Health Sciences.

Experience

- Experience in working with AOD or dual-diagnosis clients.
- Experience providing drug and alcohol assessment/counselling activities.
- Group work will be highly considered.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated knowledge and some experience with case formulation, development of Individual Treatment Plans and discharge planning.
- Capacity to facilitate a range of therapeutic and psycho-educational groups, including group interventions for families and significant others.
- Demonstrated knowledge and some experience in the application of Motivational Enhancement and Cognitive Behavioural Therapies.
- Ability to work effectively with clients with alcohol and other drugs dependency in a harm-minimisation framework.
- Well-developed communication and conflict resolution skills.
- Capacity to develop collaborative and productive working relationships with intra- and inter-service providers and stakeholders.
- Ability to contribute in formal intra- and inter-service program development and evaluation activities.
- Capacity to maintain file records and data collection processes as required.
- Demonstrated commitment to appropriate supervision and professional development.

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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.

7. Acknowledgement

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

Employee

Name:

Signature:

Date: