

	<h2>Position Description</h2>
Position Title	<b>Alcohol &amp; Other Drugs Counsellor</b>
Reports to	AOD Team Leader
Team	AOD
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013-2015
Classification	Social Worker Level Dependant on skills and experience
EFT	0.8
Employment Mode	Fixed term
Period of Employment	Until 30 June 2016
Document Version	V5
Date Last Reviewed	01/7/2014

## Organisational Context

Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion through a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond, with a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the following values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in demonstrating these values.

### Vision

That the people of the communities we serve achieve the best possible health and wellbeing.

### Mission

In partnership with the community, to create opportunities and supportive environments which empower people to develop healthy lifestyles and prevent or manage illness.

### Values

#### Respect

- Valuing each other's points of view, accepting and giving feedback in a non-judgmental manner.
- Treating people in a way that is right or reasonable without prejudice.

#### Integrity

- Adherence to moral and ethical principles: honesty, sincerity, truthfulness, trustworthy, honourable, fair and genuine.

#### Responsibility

- Being trustworthy, accountable and reliable.
- Thoughtfully acting in the way that is needed, suitable or right for a particular situation.

#### Optimism

- Having an affirmative outlook, focusing on potential and abilities.

#### Courage

- The quality of mind or spirit that enables a person to face difficulties and challenges.

#### Resilience

- The strength and determination to overcome episodes of difficulty and hardship despite potential frequency.

## Position Summary

This role will provide interventions for individuals and/or families experiencing issues relating to alcohol and other drugs and is part of the regional team delivering adult AOD treatment services with the Grampians AOD consortium. This role will be responsible for meeting targets as part of the regional team and will be required to assist with managing forensic clients as required. The role will also include individual counselling, family counselling and group work. The Counsellor will work closely with clients and their families to build a strong relationship and rapport, to identify client goals and develop a recovery plan that is informed by the initial assessments and treatment plans. The worker's duties will also include providing community education and referrals to other health professionals in the region and at BCH.

## Key Tasks and Responsibilities

### Service Delivery

- Deliver robust, evidence-based therapeutic counselling interventions, of varying duration and intensity to individual, families and groups within a recovery framework.
- Develop strategies that will assist clients with engaging with the service and facilitate supportive processes at BCH to further enhance client's ability to engage.
- Apply best practice principles including Family Inclusive Practice and Dual Diagnosis principles and Trauma Informed Care.
- Work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
- Provide priority access for 'complex' clients and those transitioning to and from bed-based services.
- Liaise with care and recovery coordination regarding care planning, referrals and progress and to prevent duplication of service as required.
- In collaboration with the client and their family, build on the client's initial treatment plan to determine the type of counselling interventions required to address the therapeutic needs of the person.
- Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapies, motivational enhancement therapy, social behavioural therapy and group work.
- Undertake exit planning.
- Work flexibly to meet people's varying needs, including on an outreach basis as appropriate
- Provide secondary consultation where required.
- Be fully conversant with the framework, policy, procedures and protocols in which drug treatment services and systems operate.
- Be able to identify indicators which the client and drug treatment clinician can follow in relation to monitor progress of/change in patterns of substance use.
- Work effectively within the BCH AOD team as well the regional AOD team and new service providers.
- Maintain privacy and confidentiality and ensure a non-judgemental approach when working with this client group.
- Work with government departments, private organisations, community agencies and other key stakeholders to ensure effective two-way referral pathways.
- Provide health promotion and education to individuals, families and communities who have been affected by alcohol or substance abuse issues.
- Work within a harm minimisation framework to provide education on drug safety.
- Utilise the Penelope Portal – to receive and provide information regarding client referrals and ensure that client assessment information is uploaded into TCM.
- Aid in the provision of services to reduce harm caused by use of alcohol and other drugs.
- Work intra and inter agency to reduce drug demand within the community.
- Be involved in the implementation of the local drug action plan.  
Provide emergency assistance to Level 2 First Aid if required.  
Focus on self-management principles.
- Maintain case notes and other relevant statistics in TCM and other documentation as required.

### Scope of Practice

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant Registration Board

## Reporting

- Ensure appropriate client records are maintained and statistical reports are completed to required standard

## Organisational Responsibilities

(Governance, Quality, Risk, Training, Professional Obligations, Credentials)

- Staff may be required to amend their regular daily hours of work to meet service requirements. These will be negotiated on an as needs basis.
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
- Work within professional boundaries and relevant scope of practise at all times
- Support student placements and participate in supervising students and/or volunteers as required, including writing reports for students with regard to clinical placement outcomes
- Adhere to Infection Control and Poison Control Plans where relevant and applicable
- Ensure focus on and adherence to clinical governance guidelines and procedures
- Maintain relevant professional registration
- Relief reception, including participation in the Needle and Syringe Program (NSP)
- Participate in health promotion activities in line with the Health Promotion Plan as required
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs which may include Cultural and Diversity Training, All Staff Training Days, GLBTI Training, Aboriginal Cultural Training, First Aid and CPR, Smoking Cessation, NSP, Elder Abuse, Case Note Training, Act@Work Training etc
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
- Participate in performance development plans and supervision
- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Participate in the organisations continuous quality improvement programs and activities
- Assist with the identification and analysis of risks within your department and the organisation

## Computer - Use of the following packages

- Microsoft Office – Word, Excel, Power Point, Access, Publisher
- TCM
- QDC
- VHIMS
- Chris21

## Occupational Health & Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve OH&S. Staff are also expected to take responsibility to ensure the health, safety and well-being of self, colleagues and clients. Staff must report near misses and incidents promptly, participate in occupational health and safety activities and observe any lawful instructions regarding health and safety.

**This role requires the incumbent to:**

- Use a computer within the context of appropriate OH&S regulations
- Drive a motor vehicle if required to other BCH sites or agencies
- Manage the demands of competing priorities and meeting targets

## Key Selection Criteria

### Qualifications & Experience

1. Cert IV in Mental Health and AOD and a relevant tertiary qualification such as Diploma in AOD or tertiary degree in related human services field;

2. Minimum of two (2) years experience in the AOD field with generalist casework, counselling and group work;
3. Proven skills in assessment, case coordination, and knowledge of current alcohol and other drug interventions
4. Knowledge of current alcohol and other drug interventions essential.
5. Demonstrated ability to work with clients with co-morbidities.

## Conditions of Employment and other relevant information

- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working With Children Check whilst employed in this position.
- The successful applicant will be required to hold a current driver's licence.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- The position is located in Sturt Street but the Service reserves the right to vary the location of the position according to the needs of the Service and its clients and any future changes to the Service's area of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Salary sacrifice arrangements are available to all staff subject to Ballarat Community Health's ongoing Fringe Benefits Tax exempt status.

### This position description is approved by:

\_\_\_\_\_  
CEO's (or representative) Name

\_\_\_\_\_  
CEO's Signature

\_\_\_\_\_  
Date

### Employee – I have read, understood and accept the following position description:

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date