

Statement of Duties

Position Title: Alcohol & Other Drugs Senior Counsellor	Position Number: 500866	Effective Date: September 2018
Group and Unit: Tasmanian Health Service (THS) – Statewide Mental Health Services		
Section: Alcohol and Drug Services	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time/Part Time	
Level: 3	Classification: Allied Health Professional	
Reports To: Alcohol & Drug Service Team Leader (North West)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Deliver a high quality alcohol and other drug treatment service in accordance with relevant Government Legislation and Regulations, Primary Health Care Principles, Alcohol and Drug Service (ADS) policies, procedures and protocols and relevant professional competencies.

Provide specialist clinical assessments, treatment and case management services to clients of the Alcohol and Drug Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework.

Provide a specialist assessment and treatment service for people with multiple and complex needs, including co-morbid alcohol and other drug and mental health issues, and their families in accordance with discipline specific skills and abilities.

Act as a consultant to other agencies with regard to the support and management of clients with alcohol and other drug needs and promotes community awareness in relation to alcohol and other drugs.

Duties:

1. Provide a specialised, comprehensive, evidence-based clinical assessment, treatment and assertive case-management service to clients, including their families/carers, who have issues with alcohol and/or other drugs and support referral and liaison with relevant service providers.
2. Undertake clinical documentation in line with organisational and professional requirements, including maintaining effective record keeping on clients and produce clear, well presented treatment reports to the Alcohol & Drug Service Team Leader (North West) as required.
3. Actively support, contribute to and participate in ongoing quality assurance programs, including approved research, incident reporting and evaluation, internal audits, and policy and procedure review, as well as the development, implementation and evaluation of specialised alcohol and other drug psychosocial treatment programs.

4. Consult with professionals and other agencies on the management of clients, and their families/carers, affected by alcohol and or other drugs to optimise service effectiveness.
5. Support the Alcohol & Drug Service Team Leader (North West) in the provision of clinical supervision and mentoring of counsellors, less experienced staff and students in accordance with current models and professional standards.
6. Participate actively in the planning, administration and delivery of education programs and health promotion activities for clients, families/carers, health professionals and the broader community to promote awareness of alcohol and/or other drugs use/misuse.
7. Undertake continuing professional development including completing mandatory training and participation in formal supervision or peer review.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

Broad administrative and overall clinical direction is provided by the Alcohol & Drug Service Team Leader (North West), with professional supervision provided or approved by the Head of Discipline or delegate. The Alcohol & Other Drugs Senior Counsellor is clinically and professionally accountable to the Head of Discipline through the relevant Discipline Senior, and is responsible for:

- Providing specialised Alcohol and/or Other Drugs (AOD) counselling services and professional standards of care to Mental Health Services (MHS) clients.
- Ensuring best practice and up-to-date communication occurs with and between stakeholders.
- Developing individual awareness of all policies, procedures and legislation affecting the duties of this position. This includes statements of consumer rights and responsibilities adopted by the Service, and a general awareness of legislation, including Work Health and Safety, Equal Employment Opportunity and Anti- Discrimination.
- Recognising and maintaining one's own professional development.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Degree in Social work giving eligibility for membership of the Australian Association of Social Workers; or
- Registered with the Occupational Therapy Board of Australia; or
- Registered with the Psychology Board of Australia.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Holds or is working towards a relevant tertiary qualification in alcohol and or other drugs (AOD) field.
- Current Driver's Licence.

Selection Criteria:

1. Comprehensive knowledge of contemporary evidence based practice used in the treatment and prevention of alcohol and other drug dependence, including alcohol and other drug assessment, the harm minimisation framework, interventions, and prevention activities.
2. Knowledge of and the ability to undertake comprehensive assessments and therapeutic interventions with individuals and their families with complex needs, including individual and group programs.
3. Knowledge of and ability to develop, monitor and implement quality assurance and improvement activities and/or research.
4. Experience and knowledge of liaison and consultation with other services and agencies in the context of providing specialised AOD assessment, advice and training.
5. Well-developed written and verbal communication skills, including the ability to provide treatment reports, with demonstrated interpersonal skills to work effectively in a multi- disciplinary team and with the broader service system.
6. Understanding of relevant legislation and professional practice standards including Work Health & Safety Legislation, Workplace Diversity Guidelines, the *Alcohol and Drug Dependency Act 1968*, Mental Health Act 2013, and Discipline Codes of Ethics and Professional Practice.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.