

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Alcohol and Drug Counsellor - Graduate
Position Number:	500840, 501260
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing - Statewide Mental Health Services Alcohol and Drug Service
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	North, North West
Reports to:	Relevant Team Leader
Effective Date:	July 2019
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Tertiary qualification/program of study approved by the Occupational Board of Australia and Registered with the Occupational Therapy Board of Australia; or</p> <p>Tertiary qualification/program of study approved by the Psychology Board of Australia and Registered with the Psychology Board of Australia; or</p> <p>Tertiary qualification/program of study approved by the Australian Association of Social Workers (AASW) and is a full member of AASW or is eligible for membership with the AASW</p> <p>Current Working with Children Registration</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

Desirable Requirements: Current Driver's Licence

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Alcohol and Drug Counsellor - Graduate position is designed for a university graduate who has successfully completed a University Degree in Psychology, Occupational Therapy or Social Work within the last 1-3 years.

The individual will be:

- Trained in all areas of the relevant multidisciplinary Alcohol and Other Drugs service.
- Expected to gain sufficient competency to be able to work independently as a member of the Alcohol and Drug Service (ADS).
- Guided to deliver a high-quality alcohol and other drug treatment service in accordance with relevant Government Legislation and Regulations, Primary Health Care Principles, ADS policies, procedures and protocols and relevant professional competencies.

Duties:

1. Provide a comprehensive, evidence-based clinical assessment, treatment and assertive case management service to clients, and families/carers, who have issues with alcohol and/or other drugs.
2. Undertake clinical documentation in line with organisational and professional requirements, including preparation of requested treatment reports.
3. Participate in ongoing quality assurance programs, including the development and implementation of specialised alcohol and other drug psychosocial treatment programs.
4. Contribute to the effective functioning of the relevant ADS multidisciplinary team.
5. Consult with professionals and other agencies on the management of clients, and families/carers who have issues with alcohol and/or other drugs.
6. Participate in the 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 drug use.
7. Undertake continuing professional development including completing mandatory training and participation in formal supervision.
8. 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.

Key Accountabilities and Responsibilities:

- Operational and clinical accountability to the relevant Team Leader.
- Professional accountability is to the appropriate Discipline Lead.
- The occupant will be trained in all areas of service provided by ADS. Level of supervision received is dependent on the level of experience attained and the ability of the individual to demonstrate sound professional judgement.

- Responsible for being aware of, and working within, all Department of Health (DoH) and ADS policies, procedures and protocols and legislation affecting the duties of this position.
- Responsible for recognising and maintaining one's own professional development.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

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.

Selection Criteria:

1. Knowledge of 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 assessments and therapeutic interventions with individuals and their families affected by alcohol and/or other drug use.
3. Experience and knowledge of liaison and consultation with other services and agencies.
4. Well-developed communication skills both in written and verbal form.
5. Demonstrated interpersonal skills with the ability to work within a multidisciplinary team.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).