

ALCOHOL AND OTHER DRUGS, YOUTH AND FAMILY COUNSELLOR POSITION DESCRIPTION

ALCOHOL AND OTHER DRUGS SOUTHERN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Alcohol and Other Drugs, Counsellor
Program	Alcohol and Other Drugs
Classification	SCHADS Award Level 6 (Social Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part Time
Hours per week	30.4
Duration	Ongoing
Location	Southern Region, Frankston Office
Reporting Relationship	This position reports directly to the Team Leader,
Effective date	March 2021

Overview of program

Anglicare Victoria have partnered with TaskForce to provide high quality Alcohol and Other Drug services including Assessment, Counselling, Care & Recovery Coordination and Non Residential Withdrawal Services across the Frankston and the Mornington Peninsula.

Position Objectives

1.	Reduce alcohol and drug (AOD) use related harms to individuals and their families.
2.	Increase alcohol and drug users capacity to effectively manage the problems they are experiencing associated with AOD.
3.	Improve health and well-being outcomes for consumers with substance use issues.
4.	Assist in the provision of skills to prevent relapse and support the acquisition of knowledge, skills and motivation to initiate change and retain it over the long term.
5.	Respond appropriately to co-morbidity of substance problems and mental health problems.
6.	Providing responsive, integrated and coordinated care to consumers of AOD services.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Provide high quality engagement and comprehensive assessment, treatment and support services to individuals and their families, via evidence based, therapeutic counselling and group work using best practice principles including Family Inclusive Practice and Dual Diagnosis principles.
2.	Provide information, education and practical assistance to clients to help them to reduce the harms of their substance use to themselves and those around them.
3.	Develop treatment plans and provide effective counselling interventions to meet the individual needs of clients, including those with complex needs, and their families.
4.	Provide flexible coordination, support and targeted interventions to clients and family members, to enhance the client's engagement and retention in treatment and facilitate re-entry for clients who have disengaged or relapsed following treatment.
5.	Contribute effectively to clinical review, including presenting assessments at clinical review, making recommendations on risk, priority and treatment plans.
6.	Establish and maintain collaborative and productive working relationships with current and potential stakeholders and partners, both internally and externally.
7.	Actively participate in ongoing professional development via individual and group supervision, by attending relevant training and via the annual performance review process.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements. Applicants are required to provide a written response.

Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	<ol style="list-style-type: none"> 1. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level. <p><i>Applicants must also possess minimum competencies in Alcohol and Other Drugs.</i></p>
	<ol style="list-style-type: none"> 2. Knowledge, experience and practice in models of contemporary approaches in the alcohol and drug field and with dual diagnosis.
	<ol style="list-style-type: none"> 3. Experience in working with complex clients including undertaking assessment, counselling, case coordinator, development of Individual Treatment Plans and discharge planning.
	<ol style="list-style-type: none"> 4. 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.
	<ol style="list-style-type: none"> 5. Good computer, organisational and time management skills and the ability to be self-directed, whilst working cooperatively within a team.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
