

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Alcohol and Other Drugs Senior Counsellor
<b>Position Number:</b>	522913, 527425
<b>Classification:</b>	Allied Health Professional Level 3
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services Alcohol and Drug Services
<b>Position Type:</b>	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Alcohol & Other Drugs Service Team Leader (North)
<b>Effective Date:</b>	September 2020
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Tertiary qualification/program of study accredited by the Psychotherapy and Counselling Federation of Australia or Australian Counselling Association Accredited Training Standards</p> <p>Eligible for membership with Psychotherapy and Counselling Federation of Australia or the Australian Counselling Association</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>
<b>Desirable Requirements:</b>	<p>Holds, or is working towards, a relevant tertiary qualification in the Alcohol and Other Drugs field</p> <p>Current Driver's Licence</p>

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:

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

Provide a specialist assessment and treatment service for people with multiple and complex needs, including co-morbid alcohol and other drugs and mental health issues, 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 promote 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, 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 ADS Team Leader (North) 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 ADS Team Leader (North) 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 in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

## Key Accountabilities and Responsibilities:

Broad administrative and overall clinical direction from the relevant ADS Team Leader (North) with clinical and professional accountability to the Head of Discipline through the relevant Discipline Senior. Professional supervision is also provided, or approved, by the Head of Discipline or delegate.

The occupant is responsible for:

- Providing specialised Alcohol and Other Drugs 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.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## 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. 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 Alcohol and Other Drugs 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 multidisciplinary team and with the broader service system.
6. Understanding of relevant legislation and professional practice standards including Work Health and 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 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).