

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, Youth and Family Counsellor
Program	Linking Youth and Families Together (LYFT)
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	22.8
Duration	Ongoing
Location	Southern Metropolitan Region, Frankston Office
Reporting Relationship	This position reports directly to the Team Leader, Alcohol and Other Drugs
Effective date	August 2019

The Linking Youth and Families Together (LYFT) Program aims to reduce problematic alcohol and other drug use amongst young people and the adverse effects on them and their families. The program does this by providing information, support and family inclusive therapeutic treatment as well as linkages to other community supports.

The primary client group for LYFT are young people aged between 12 – 25 years who are using alcohol and other drugs in a problematic way and their families. This cohort will include young people already engaged in Alcohol & Other Drug (AOD) treatment and those who are not. The notion of family is understood broadly and includes relatives and significant others.

Position Objectives

1.	Reduce young people's problematic alcohol and other drug use and associated harms.
2.	Improve family engagement in young peoples' treatment of alcohol problems.
3.	Improve health and well-being outcomes for young people with substance use issues and their families by improving treatment engagement, retention and family functioning.
4.	Improve the management of relapse through improved support for young people.
5.	Work within a harm minimisation frame work.
6.	Respond appropriately to co-morbidity of substance problems and mental health problems.

Key responsibilities

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


1.	Provide therapeutic counselling for individuals and families.
2.	Connect with youth and families by engaging at times in a manner and in venues that are conducive to forming therapeutic relationships.
3.	Assist family members to develop skills, strategies and behaviours that support the substance user in treatment and that improve the functioning of the family system.
4.	Assist the family to identify additional sources of support inside and outside the family that will sustain positive changes in the family system.
5.	Support the development of the LYFT program and maintain collaborative relationships and partners with other key services.
6.	Maintain administrative duties including confidential client case records.
7.	Participate in team development, peer and clinical supervision.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) 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).

 Role Specific	<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>Applicants must also possess minimum competencies in Alcohol and Other Drugs.</p>
	<ol style="list-style-type: none"> 2. Knowledge and experience of contemporary practice approaches in the alcohol and other drug sector.
	<ol style="list-style-type: none"> 3. Knowledge and experience of the application of systemic theory and practice techniques in therapy with families, with specific emphasis on adolescents and their parents.
	<ol style="list-style-type: none"> 4. Experience in working with young people, and knowledge of therapeutic interventions appropriate for young people at risk.
	<ol style="list-style-type: none"> 5. The ability to self-manage and practice high level organisations skills, time management skills and self-direction

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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: _____