

FAMILY ALCOHOL AND DRUGS COUNSELLOR COMMUNITY SERVICE DRUG AND ALCOHOL EASTERN

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	Dual Diagnosis Counsellor
Program	Community Services Drug and Alcohol Program
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	Fixed Term
Fixed term end date	30 June 2022 (Program receives yearly funding)
Location	Inner and Outer East- (Box Hill and Lilydale locations)
Reporting Relationship	This position reports directly to the Team Leader and Program Manager
Effective date	September 2021

Overview of program

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, Empower. We offer a comprehensive network of services and seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

Anglicare Victoria has an official Reconciliation Action Plan (RAP) that bears the Reconciliation Action Trademark. The RAP requires that employees continue to develop their cultural competence so as to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

Description of Service

The Dual Diagnosis Program provides counselling, consultancy and continuing care to:

- Individuals with the co-morbid presentation of mental health conditions and substance use issues, aged 16 years and over.
- Family members of someone with Dual Diagnosis challenges through family therapy and shared care approaches.
- This program has a close collaboration with Eastern Health and the In Patient Psychiatric Units at Maroondah Hospital and Upton House.

Service Goals

Focus on building therapeutic relationships that support individuals with dual diagnosis challenges and their family members. Develop strategies in respect of alcohol or other drug use, provide clinical support to presenting mental health challenges, as well as providing information and education on all substances and their potential impacts.

Position Objectives

1.	Provide outcome-based counselling.
2.	Conduct comprehensive assessments including mental health screens and risk assessment.
3.	Enhance the ability of individuals, family members and significant others to respond to drug and alcohol issues.
4.	Assist participants to utilise support networks.
5.	Work in collaboration with Eastern Health Inpatient Psychiatric Units
6.	Establish co-operative and effective relationships with staff within the AOD program and Anglicare generally.

Key responsibilities

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

1.	Provide counselling, consultancy and continuing care, assessments to individuals and family members within a harm minimisation framework.
2.	To conduct screens, assessments and single sessions at Maroondah Hospital In Patient Unit for clients presenting with Dual Diagnosis challenges.
3.	To assist clients in achieving positive outcomes by implementing an Individual Treatment Plan to specifically meet the client/and or family needs.
4.	Maintain up to date records, participate in relevant data collection methods which all alcohol and drug services are mandated to keep.
5.	To undertake any further professional development needed to perform the role.
6.	To assist the Team Leader and Program Manager to review and evaluate program performance on a regular basis, particularly evidenced based practice.
7.	To make a commitment to, and actively participate in regular supervision with the Team Leader, as required by the Anglicare Victoria supervision policy.

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).

 <p>Role Specific</p>	<p>1. Tertiary qualifications in a relevant discipline (Psychology, Social Work or Counselling). Minimum of cert IV in AOD or a post Grad in AOD or a minimum of 2 years in the AOD sector. Current First Aid Certificate is required for this role.</p>
	<p>2. Knowledge and experience in models of contemporary approaches to AOD work.</p>
	<p>3. A demonstrated ability to be receptive and flexible to new ideas and the capacity to adapt to changing work demands and circumstances</p>
	<p>4. Highly developed communication skills (written and oral) and conflict resolution skills.</p>
	<p>5. Ability to work with dual diagnosis clients.</p>

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:
