

Tasmania Prison Service

Alcohol and Drug Counsellor – Statement of Duties

Objective

Provide alcohol and other drug assessment and counselling using evidence based interventions to inmates.

Duties

- Delivering counselling treatment services, including counselling, assessment for substance use and screening for mental health problems, treatment planning, brief interventions and early interventions which may include motivational interviewing, goal setting, and further exploration of criminogenic program concepts, relapse prevention and referral to appropriate services.
- Deliver counselling services in accordance with evidence-based practice and appropriate standards, harm minimisation policy and practice and the Tasmanian Prison Services Drug Strategy.
- Work within a multi-disciplinary team in partnership with the IRS support staff, the Security and Intelligence Unit, Correctional Primary Health Services and Custodial staff to support prisoners to implement harm reduction strategies to reduce their dependence on alcohol, tobacco and other drugs.
- Establish and maintain Smart Recovery groups within the various areas of the prison as part of their case plans.
- Maintain offender case notes, records and administrative information and prepare formal assessments and other reports in accordance with relevant practice standards.
- Maintain a current understanding of evidence-based treatment approaches and being able to offer a range of treatment options.
- Provide advice on alcohol and drug-related issues of local populations through research, information collation/analysis and consultation.
- Provide training and development for Correctional staff, and for other organisations when requested.

Level of responsibility

- Work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging counselling activities.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- Responsible for ensuring professional expertise is effectively applied to provide counselling service delivery outcomes consistent with the current TPS operational framework.
- Responsible for providing support and advice in the area of Alcohol Tobacco and other Drugs (AoD) treatment.
- Increasingly provides advice regarding the application of specific policies, rules, regulations and guidelines to AoD treatment objectives.
- Directed by Senior Psychologist, Therapeutics Services Unit to deliver AoD counselling in line with Tasmania Prison Service priorities.

Selection criteria

1. Experience in the practice of counselling, social work, psychology, or a related human services field and a demonstrated capacity to rapidly translate this experience to working within a corrections environment;
2. Knowledge of, and an understanding of the issues related to offending and the capacity to apply that understanding in an institutional setting.
3. Demonstrated skills in assessment and counselling consistent with the responsibilities of the position, including a detailed working knowledge of the principles of AoD treatment and ability to deal with clients presenting with complex substance use issues. Cognitive behavioural and motivational interventions experience is essential.
4. Demonstrated commitment to professional models and standards of practice and capacity to exercise professional judgment when working with offenders.
5. Ability to prioritise intervention and administrative duties, including the effective and efficient planning and organisation of a complex caseload.
6. Demonstrated personal attributes that are consistent with a capacity to undertake the challenges of working with and leading fellow team members in working with offenders.
7. Understanding of and commitment to core values of quality and recognition, professionalism, teamwork and performance accountability.
8. Highly developed verbal and written communication skills, including the ability to keep detailed case notes and prepare reports that may be submitted to outside agencies.

Essential requirements

- A degree of at least 3 years duration in Counselling, Social Work or equivalent as provided by a recognised university.

Desirable requirements

- Nil

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

2. Disciplinary action in previous employment.

3. Identification check.

Position Summary

Title	Alcohol and Drug Counsellor
Number	Generic
Award	Tasmanian State Service
Classification	Professional Stream ½
Division	Corrective Services
Full Time Equivalent	1.0
Output Group	Tasmania Prison Service
Branch	Therapeutic Services Unit
Supervisor	Senior Psychologist, Therapeutic Services Unit
Direct Reports	Nil
Location	Risdon Prison
Position category and funding	A052