

<b>Position</b>	Counsellor
<b>Classification</b>	AHP2
<b>Division</b>	Residential and Clinical Outreach
<b>Department / Section / Unit / Ward</b>	SALHN/ DASSA/ RCO/ Woolshed Therapeutic Community Rehabilitation
<b>Role reports to</b>	Operationally: > Manager – Woolshed Therapeutic Community Rehabilitation Professionally: > Manager – Woolshed Therapeutic Community Rehabilitation
<b>CHRIS 21 Position Number</b> M56915, M5916, M56974, P03163, P06071	<b>Role Created / Review Date SALHN 23-24-0494</b> 22/08/2022 / 30/05/2024
<b>Criminal History Clearance Requirements</b> <input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> Child - Prescribed (Working with Children Check)	<b>Immunisation Risk Category</b> Category A (direct contact with blood or body substances)

## JOB SPECIFICATION

### Primary Objective(s) of role:

The Counsellor contributes to the delivery and evaluation of The Woolshed Therapeutic Community Residential Rehabilitation program by undertaking assessments, counselling, evaluation group work, educational activities and resident follow up.

### Direct Reports: (List positions reporting directly to this position)

Nil

### Key Relationships / Interactions:

Internal:

- > Is responsible to the Manager Woolshed for providing support, supervision and leadership to Woolshed staff, individuals on placement, sessional workers and volunteers.
- > Report to Team Co-Ordinator in Managers absence
- > Works in a multidisciplinary team framework

External:

- > Reports to division Director in team Co-Ordinator's absence
- > Liaises with other services and/or agencies as appropriate

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working within a therapeutic community model as a member of the community where visible role modelling of appropriate behaviour is an expectation.
- > Remoteness of location if travelling from the Adelaide region.
- > Client complexity due to co-occurring morbidities in case load.
- > Maintaining collaborative working networks with external agencies as required to meet client need.

**Delegations:** (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	N/A
Human Resources	N/A
Procurement	N/A

**Resilience**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN values and strategic directions.

**General Requirements**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety Act) 2017 (SA)*
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Mental Health Act 2009 (SA)* and Regulations.

**Handling of Official Information**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### Special Conditions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> <li>&gt; Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan.</li> </ul>
Co-ordination and delivery of a high quality, client centred, comprehensive individual case management for clients experiencing alcohol and other drug problems, their families and significant others	<ul style="list-style-type: none"> <li>&gt; Provide or facilitate the provision of:</li> <li>&gt; Specialist assessment and counselling services for individuals, couples and families in accordance with DASSA guidelines and procedures;</li> <li>&gt; The development of clients interpersonal and group work skills through provision of innovative group work programs where appropriate;</li> <li>&gt; Consultation for community workers from other agencies;</li> <li>&gt; Client follow-up and client advocacy;</li> <li>&gt; Maintaining client rights;</li> <li>&gt; Maintaining clinical record data;</li> <li>&gt; Provision of ongoing support of Woolshed pre admission and post discharge through counselling, group work, and harm minimisation education.</li> </ul>
Facilitate the enhancement of social and behavioural skills of residents to improve their quality of life by:	<ul style="list-style-type: none"> <li>&gt; Providing case management services to residents utilising appropriate techniques to optimise client involvement.</li> <li>&gt; Maintaining client case records concerning the nature and extent of support and counselling provided to residents and where applicable their carers/families.</li> <li>&gt; Participation in and documentation of regular case conference meetings with multidisciplinary team members.</li> <li>&gt; Providing resident support for ongoing personal development through adult learning principles including one to one counselling and group counselling process.</li> <li>&gt; Provision of ongoing support of Woolshed pre-admission and post discharge through counselling, group work, and harm minimisation education</li> <li>&gt; Advocating for residents with other agencies and groups.</li> <li>&gt; Upholding the principles of the Woolshed Therapeutic Community as a role model.</li> <li>&gt; Emphasising resident support through the enactment of the Woolshed residents "Bill of Rights".</li> <li>&gt; Acting as facilitator at community meetings.</li> </ul>
Enhancement of knowledge of peers, students and community service workers	<ul style="list-style-type: none"> <li>&gt; Participating in orientation programs and acting as a preceptor for peers and be prepared to provide clinical supervision for other DASSA workers on request and in negotiation with Woolshed Manager;</li> <li>&gt; Responding to requests to meet the educational needs of professional and community volunteer groups and either assist in or provide programs to meet those needs and supporting workers from other agencies to encourage their services to address alcohol and other drug issues;</li> <li>&gt; Providing direct supervision of, and education and clinical teaching for students on placement;</li> <li>&gt; Providing consultation and support for peers, other community groups, sharing knowledge and skills at appropriate opportunities;</li> <li>&gt; Ensure that needs for support and clinical supervision are met in accord with DASSA policies;</li> <li>&gt; Ensuring adherence to the Australasian Therapeutic Communities Essential Elements to promote and maintain the therapeutic community model</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Ensure knowledge, skills and service provision is in keeping with current alcohol and other drug practices by accessing the latest literature, attending professional and DASSA seminars and workshops.</li> </ul>
Contribution to effective operation of unit	<ul style="list-style-type: none"> <li>&gt; Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers.</li> <li>&gt; Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector).</li> <li>&gt; Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements.</li> <li>&gt; Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions.</li> <li>&gt; Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul>
Promote the Woolshed's philosophies and therapeutic model to the community	<ul style="list-style-type: none"> <li>&gt; Liaising with relevant organisations and agencies, the public as well as potential and former residents.</li> <li>&gt; Ensuring a positive image is maintained of the therapeutic community as one valid option for treatment within DASSA services.</li> <li>&gt; Adherence to the Australasian Therapeutic Communities Essential Elements to promote and maintain the therapeutic community model</li> </ul>
Contribute to the ongoing maintenance of administrative and program requirements	<ul style="list-style-type: none"> <li>&gt; Providing an initial comprehensive assessment of potential residents, in both face to face and telephone situations.</li> <li>&gt; On an as needs basis assisting with the administrative affairs of The Woolshed.</li> <li>&gt; Undertaking and maintaining relevant client statistics.</li> <li>&gt; Provision of support and counselling to the half-way house residents as required. Planning, facilitating and evaluating the development of therapeutic processes and resident assessments.</li> <li>&gt; Utilising evaluation strategies and techniques to monitor client outcomes and make recommendations concerning improvements to service delivery.</li> <li>&gt; Undertaking specific projects and activities.</li> <li>&gt; Addressing issues related to the needs of individuals attending the program</li> </ul>
Ensure own continuing skill and professional development	<ul style="list-style-type: none"> <li>&gt; Participating in and contributing to in-service education programs</li> <li>&gt; Engaging in 6 monthly PRD process, identifying areas of desired and needed skill development and committing to engagement in processes to achieve development goals.</li> </ul>
Contribute to a safe and healthy work environment, free from discrimination and harassment	<ul style="list-style-type: none"> <li>&gt; Working in accordance with legislative requirements, the Public Sector Code of Ethics and departmental human resource policies, including the OHS&amp;W requirements</li> </ul>

## 1. ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications

- > Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers (AASW).

### Personal Abilities/Aptitudes/Skills

- > Highly developed level of interpersonal skills, including demonstrated ability to relate to a broad range of people from all walks of life; negotiate and resolve conflict.
- > Demonstrated ability to project a positive role model for residents and staff.
- > Demonstrated ability to analyse tasks, problems and situations and implement remedial action plans.
- > Proven ability to educate, liaise with and provide consultancy to other professionals and agencies.
- > Demonstrated ability to work under varying workload demands, meet deadlines, make decisions and set and achieve objectives.
- > Proven commitment to the principles and practise of EEO, Ethical Conduct; diversity; Worker Health & Safety; quality management; client oriented service and risk management.
- > Proven commitment to the principles and practise of:
  - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
  - Quality management and the provision of person and family centred care.
  - Risk management.

### Experience

- > Demonstrated experience in working with clients' complex problems.
- > Demonstrated experience in providing services using a variety of therapeutic techniques.
- > Experience in therapeutic counselling/group work/health promotion.
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

### Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Sound working knowledge of counselling and group work theories and methodologies.
- > Sound working knowledge of program development and evaluation

## 2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

### Personal Abilities/Aptitudes/Skills

- > Ability to be innovative and contribute to the development of more effective approaches to prevention, early intervention and treatment of drug problems.

### Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in providing services to clients with drug and alcohol issues.

### Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Knowledge of discipline related theories and methodologies.

**Educational/Vocational Qualifications**

- > Completed or studying towards a tertiary or post graduate qualification in management, health administration or other related area.

**Other Details**

- > Nil



## Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

## SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

## Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

## Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

## Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [DASSA](#)
- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)





**Code of Ethics**

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Domestic and Family Violence**

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

**Role Acceptance**

I have read and understand the responsibilities associated with the Counsellor role in the Residential and Clinical Outreach division and organisational context and the values of SA Health as described within this document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date