

AOD COUNSELLOR POSITION DESCRIPTION

ALCOHOL AND OTHER DRUG PROGRAM

EASTERN 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	AOD Clinician
Program	Alcohol and Other Drug Program
Classification	SCHADS AWARD 5
Hours	Part Time
Hours per week	22.8 – 30.4 hours per week (3-4 Days)
Duration	Fixed Term
Location	Eastern Region- 3-4 Days based out of Box Hill and Wantirna
Reporting Relationship	This position reports directly to AOD Team Leaders, AOD Team Manager and Program Manager
Effective date	February 2020

Overview of program

Anglicare Victoria's Alcohol and other Drug programs provide counselling, consultancy and continuing care to:

- ◆ Individuals with drug and/or alcohol problems 18 years and over.
- ◆ Families and friends of individuals with drug and/or alcohol problems.
- ◆ Individuals currently involved in the criminal justice system
- ◆ Professionals needing assistance in working with and supporting individuals with drug and/or alcohol problems.

Position Objectives

This section has the position objectives of the position. A maximum of four to six objectives is regarded as sufficient. Please delete rows that are not required.

1.	Provide outcome-based holistic short term and long term counselling/psychotherapy and develop individual treatment plans from a harm reduction framework
2.	Conduct comprehensive assessments including mental health screens and assist clients to work towards harm minimisation strategies
3.	Enhance the ability of individuals, family members and significant others including mandated clients to respond to drug and alcohol issues.
4.	Provide Phone Intake Support, Phone Bridging Support and outcome-based counselling as well as Care and Recovery and working with clients who have Family Reunification Orders
5.	Ensure appropriate liaisons with mental health services, family services and key organisations and build on existing professional relationships.
6.	Establish co-operative and effective relationships with staff within the AOD program and Anglicare generally.

Key responsibilities

This section has the key responsibilities of the position. A maximum of seven responsibilities is regarded as sufficient. Please delete rows that are not required. Focus on the key responsibilities of the role and don't list every task and duty.

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


1.	Provide Phone Intake, Bridging Support as well as Assessment, counselling and Care & Recovery, within a harm minimisation framework.
2.	Demonstrate the ability to be flexible and responsive to the needs of the individual in terms of crisis and make the necessary referrals to work collaboratively with other services.
3.	To maintain up to date records, the relevant data collection methods which all alcohol and drug services are mandated to keep and to devise and maintain relevant internal statistical data in relation to this program.
4.	Collaborate with Child Protection (DHHS) while working with clients who are currently under Family Reunification Orders
5.	To promote the program throughout the network of referral agencies in the alcohol and drug service delivery sector, the mental health sector, the welfare sector, Protective Services, GPs, hospitals, youth services, Community Correctional Services and other potential referral sources.
6.	To engage clients in co-operative and goal directed working relationships and to assist clients in achieving positive outcomes by implementing an Individual Treatment Plan to specifically meet the client/and or family needs.

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, Social Science, Counselling) and specifically a minimum of a Cert IV in AOD or Post Graduate Certificate in AOD, including Dual Diagnosis competencies or a minimum 2 years in the AOD sector</p>
	<p>2. A demonstrated ability to be receptive and flexible to new ideas and the capacity to adapt to changing work demands and circumstances</p>
	<p>3. A demonstrated ability to be a good team player and co-operate and support others in the pursuit of team and management goals.</p>
	<p>4. Knowledge, experience and practice in models of contemporary approaches in the alcohol and drug field.</p>
	<p>5. Highly developed communication skills (written and oral) and conflict resolution skills</p>
	<p>6. Good computer, organisational and time management skills and the ability to be self-directed, whilst working within a team.</p>

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: _____