**Substance Use Recovery Eastern and Dual Diagnosis AOD Counsellor POSITION DESCRIPTION**

**AOD 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**

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| **Position** | AOD Counsellor/ Dual Diagnosis Counsellor (Blended role) |
| **Program** | AOD 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** | Full Time |
| **Hours per week** | 38 hours per week (3 days within the SURe Program AOD Counsellor Box Hill office, 2 days Dual Diagnosis Counsellor at the Wantirna office) |
| **Duration** | Fixed Term |
| **Fixed term end date** | 20th November 2021 |
| **Location** | Eastern Region – split role (Box Hill office and Wantirna Office) |
| **Reporting**  **Relationship** | This position reports directly to the AOD Team Manager @ Box Hill office |
| **Effective date** | October 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.

• Young people (11-21) with drug and/or alcohol problems

• 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.

• School and other community groups who may require community education etc.

The SURe consortia is comprised of Anglicare Victoria and EACH and is a leading provider in the delivery of a broad range of community based Alcohol and other Drug treatment across the Inner East, Outer East and the South East. The reformed integrated AOD catchment based model includes Intake and Assessment, Counselling, care and recovery Co-ordination, Non-Residential Withdrawal and catchment Planning.

**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 as well as families of someone with a Dual Diagnosis through family therapy and shared care approaches.
* Assessment, brief interventions and ongoing treatment to individuals in or being discharged from Mental Health in Patient Unit.

**Position Objectives**

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|  | Provide outcome-based holistic short term and long term counselling/therapy to individuals with co-morbid substance use and mental health diagnosis |
|  | Enhance ability of individuals, family members and significant others including mandated clients to respond to drug and alcohol and mental health issues. |
|  | Provide comprehensive bio-psycho-social assessments including mental health screens and develop Individual Recovery Plans. |
|  | Assist clients to work towards harm minimization strategies. |
|  | Undertake community education/community development initiatives. |
|  | Ensure appropriate liaison with mental health services and key organizations and build on existing professional relationships. |

**Key responsibilities**

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

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|  | To carry a caseload for the SURe program Inner East and Dual Diagnosis Program Outer East; deliver assessment, counselling, consultancy and continuing care, to individuals and family members within a harm minimization framework. |
|  | To conduct screens, assessments and single sessions within Maroondah Hospital In Patient Unit for clients presenting with Dual Diagnosis. |
|  | To take part in EMHSCA Dual Diagnosis meetings |
|  | To be flexible and responsive to the needs of clients in terms of crisis intervention, hospital based outreach or centre based work, as required. |
|  | To maintain up to date records, the relevant data collection methods which all alcohol and drug services are mandated to keep. |
|  | To actively participate in regular supervision with the Supervisor |
|  | To be open to take on additional projects at the request of the leadership team |

**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).

1. **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).

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| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. Tertiary qualifications in a relevant discipline (Psychology, Social Work, Social Science, Counselling) and specifically a minimum of a Diploma in AOD or Post Graduate Certificate in AOD, including Dual Diagnosis competencies |
| 1. Minimum of 4 years’ experience in application of theory into practice in a counselling setting with clients presenting with acute and chronic Dual Diagnosis |
| 1. Good organizational and time management skills and ability to be self-directed |
| 1. Capacity to work flexible hours, Some evening work will be required (Tuesday office hours are until 8pm) |

**Key Selection Criteria (continued)**

1. **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.



**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**

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| Name: |  |
| Signature: |  |
| Date: |  |