



# AOD Counsellor

## Position description

Position	AOD Counsellor
Team	Bayside Adult Clinical
Employment type	Part time
Location	Based at TaskForce head office, Bentleigh
Reports to	Team Leader, Bayside Adult Clinical

### About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other, unemployment, mental health and high risk taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

### Position

This position will provide quality clinical and counselling services to eligible clients, in accordance with the organisations policies and procedures and demonstrated best practice within the alcohol and other drug sector.

The role will seek to reduce AOD related harms to individuals and their families by conducting assessments and providing a range of counselling interventions to assist clients and their family members to change harmful behaviours and increase their capacity to effectively manage the problems they are experiencing associated with AOD use and promote recovery.

The client group includes voluntary and mandated clients aged 16 years and over.

## Duties and responsibilities

### Drug and alcohol counselling

- Provide therapeutic interventions to the client group presenting with substance use and co-occurring mental ill health issues within a harm minimisation framework.
- Provide individual counselling utilising motivational interviewing as an overarching framework of practice with a focus on CBT interventions that target behaviour change.
- Utilising the Department of Health endorsed suite of tools including the comprehensive screening and assessing tool, conduct comprehensive assessments including:
  - Ascertaining information on substance abuse, history, mental health and risk, family functioning inclusive of children's needs;
  - Determining if a client is of standard or complex nature;
  - Arrange further assessments and secondary consults if required.
- Develop treatment plans that meet the individual needs of the client.
- Review treatment plans regularly with the client, to monitor effectiveness of client outcomes and report outcomes to manager in team meetings and case reviews.
- Ensure that clients have exit and post treatment support plans in place.
- Facilitate group work as required to manage case-loads and to respond to client needs.
- Provide information and counselling support services to families and supporters of those with substance use issues.
- In consultation with the Manager, work in accordance with individual performance targets achieving Drug Treatment Activity Units (DTAU's).
- Access clients for referral to specialised services as appropriate.
- Provide support to students and volunteers within the team as directed by the Manager.
- Co-operate with Management to enable compliance with safety, health and environmental duties.

### Forensic drug and alcohol counselling

- Provide appropriate therapeutic drug and alcohol interventions to clients linked with the Criminal Justice system to provide appropriate information back to referral sources regarding client attendance and progress, and complete all paperwork in a timely manner.
- Develop and maintain knowledge of the relevant programs and services involved in the case management and treatment of forensic clients.

### Networking

- Develop and maintain community support networks.
- Liaise with other relevant service providers, for referral, consultation, discharge planning, monitoring and review.
- Develop programs and interventions to address the needs of the client group.

### Administration

- SRS/ADIS/Episoft/Penelope data entry & relevant reporting is accurate and up-to-date within reporting time frames.
- Ensure ACSO TCA's are submitted in a timely manner.
- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.

- Ensure progress reports for Credit / CISP and ARC program are up to date and court reports are prepared as required.
- Maintain statistics and data as required by the funding body and organisation of each individual client.
- Where required attend weekly and monthly meetings and present a report on workload, issues related to the effectiveness of the service, training etc.

### Professional development

- Develop an annual Performance Plan with your Manager. Identify one's own development needs and attend relevant training, as approved by manager.
- Participate in regular individual and group clinical supervision.
- Participate in case management practices with other professionals.
- Participate in regular Team meetings as scheduled.

### Qualifications

- Certificate IV in AOD essential.
- Counselling qualification or its equivalent is essential.
- University qualifications in psychology, health or welfare, social work or nursing would be highly regarded.
- Competencies in dual diagnosis highly regarded.

### Skills and experience (key selection criteria)

- Minimum of 3 years' experience in the delivery of clinical interventions with AOD clients with complex and multiple needs.
- Demonstrated experience in the provision of counselling to people with problematic substance abuse issues including Dual Diagnosis.
- Demonstrated knowledge of the psychosocial issues affecting people with problematic substance abuse issues.
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm.
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- An ability to convey warmth, openness, empathy and concern for the welfare of clients.
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.

### Terms and conditions

- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.

- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed, a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations.
- Undergo a police check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Remain current in their First Aid and CPR knowledge.
- Hold a current driver’s license.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow TaskForce’s codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with TaskForce’s best interests.

This position description is accepted by:

Job Holder ..... Date .....

HR Manager ..... Date .....

**Our values**



**Client centred**

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

**Innovation and best practice**

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



**Thought leadership**

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



**Honesty and integrity**

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



**Trust, respect and self care**

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.