



Position Description – AOD Counsellor

This position description describes the scope and skills required of the Clinician position at TaskForce. The position description may be subject to periodical reviews.

Position: AOD Counsellor

Mode: Part time

Location: Based at TaskForce office, Bentleigh.

Reporting Relationship: Reports to the Team Leader

Direct Reports: Nil

Background - TaskForce

TaskForce provides a number of Drug and Alcohol services and Youth Support Services in the areas of Education and Employment Pathways and a range of community support programs across the Southern Metropolitan region of Melbourne. These are funded by Federal and State Governments and a number of philanthropic trusts along with several fee for service programs. These services include:

- Drug and Alcohol Counselling and Support (DoH)
- Forensic and Specialist Counselling Services.
- Breaking the Barriers, support for families impacted by drug use (NGOTGP)
- Youth drug and alcohol counselling and Youth outreach
- Secondary consultation and community education.

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 the needs of the client group.
- 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

Maintain a high standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes:

- 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 in this position 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 TaskForces' codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

This position description is accepted by:

Job Holder Date

HR Manager Date