



# Alcohol and Drug Counsellor Position Description

Position	Alcohol and Drug Counsellor
Team	SECADA
Employment type	Fixed Term Contract
Location	Dandenong
Reports to	
Direct Reports	

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

## Background – South Eastern Consortium

The South Eastern Consortium Alcohol and Drug Agencies (SECADA) will provide alcohol and other drug (AOD) services in the South Eastern Catchment. The consortium comprises six experienced organisations with a united commitment to providing opportunities for change and growth in the catchment by reducing AOD use, improving physical and mental health, and reconnecting people to their families and the community. Individually and collectively the organisation takes an evidence based service approach and a holistic recovery focus. Each consortium partner has a long history of providing high-level specialist AOD services in the catchment and has extensive experience with the client group, including those with co-occurring mental and physical health issues and complex social and forensic needs.

## Background - TaskForce

TaskForce has been providing drug treatment services since 1973. Core services focus on addressing social issues of drug related problems, unemployment, mental health and risk taking behaviours, supporting young people, adults and families to transition back into “mainstream” services and supports.

TaskForce provides specialist support for people who have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential - those who have long-term complex issues or a single issue with a high degree of severity.

TaskForce delivers services via three connected streams: specialist AOD services to support people who use drugs and their families; youth retention and re-engagement with education, training and employment; specialist training through RTO status to enhance the capacity of AOD and other workers to support effective delivery of community-based services.

## About the Position.

The purpose of this position is to reduce AOD related harms to individuals and their families by 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.

This position plays a critical role in the provision of effective AOD treatment through comprehensive assessments and counselling including linking clients and their families to other appropriate service types and supporting the provision of holistic, wrap-around services, according to the complexity of client and family needs within a recovery focused framework.

## Duties and Responsibilities

### Provision of Treatment Services

- To participate in the care of clients experiencing problematic substance abuse issues through the provision of:
  - Participate in Intake and Assessment of new clients to the service.
  - Comprehensive psycho-social assessments.
  - Counselling interventions that utilise a variety of approaches, including harm minimization and reduction, motivational interviewing, relapse prevention, cognitive behavioural and solution focused therapies and single session intervention.
- Provide individual counselling and support to voluntary and forensic clients and their families as appropriate to ensure individual client needs are met.
- Develop Care and Recovery (CRC) Plans based on a holistic assessment of client needs and client drivers to ongoing substance abuse.
- Develop treatment plans that meet the individual needs of the client.
- Review treatment plans regularly with clients, to monitor effectiveness of client outcomes and report outcomes to manager in team meetings and case reviews.

- Facilitate group programs as required that encourage client participation and provide support to clients. Group facilitation may include Kickstart, Choices, SMART Recovery, anger management, relapse prevention, Drink/Drug Drive and mindfulness groups.
- Work collaboratively to develop shared care plans with the aim to provide seamless service provision with other relevant health and welfare services and Consortium programs.
- Provide active follow-up of clients to offer continued counselling, support, referral etc. Document and report on follow-up activities, appropriately record outcomes and report to manager.
- It is expected that on a given day 4 to 6 client sessions are conducted.

## 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-

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

- Ensure data entry & ACSO reporting is accurate, up-to-date with all relevant information included, ensuring attention to significant treatment goals within reporting time frames.
- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.
- Maintain statistics and data as required by the funding body and organisation of each individual.
- 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

- As part of the annual Job Plan, in collaboration with your Manager, identify one's own professional needs and attend relevant training, as approved by manager.
- Participate in regular individual and group clinical supervision.
- Participate in regular Team meetings as scheduled.

## Qualifications

- University qualifications in health or welfare, social work, psychology or nursing would be highly regarded.
- Certificate IV in AOD or have completed the required competencies (or able to complete within the first 12 months of employment).
- Competencies in dual diagnosis highly regarded (or able to complete within the first 2 months of employment).

## Skills and Experience (Key Selection Criteria)

- Minimum of 2 years experience in the delivery of clinical interventions with AOD clients with complex and multiple needs.
- Proven experience in the provision of assessment using DHHS approved assessment tools and counselling services preferably with AOD or dual diagnosis clients.
- Demonstrated experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.
- Demonstrated ability to work with Microsoft and internet based IT systems.
- Proven ability to work with a range of people and organisations (including specific work groups such as Aboriginal, CALD and Forensic clients).
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients.
- 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

*The employment conditions are based on the Social, Community, Home Care and Disability Industry Award. To be employed in this position a person must:*

- Be prepared to travel within the catchment to meet the requirements of the job and to work out of various partnership locations.
- Be prepared and able to work outside normal business hours on a negotiated basis.
- 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 code of conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

## 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.

## This position description is accepted by:

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

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