

## Position Description Schedule A

# SECADA AOD Counsellor

Approved by Kate Forer | Last updated on 20/12/2022

### Position overview

Position title	SECADA AOD Counsellor
Team	SECADA
Employment type	Fixed contract part-time
Hours per week	38 hours per week
Location	Dandenong
Reports to	SECADA AOD Manager
Direct reports	Nil

### About TaskForce

TaskForce Community Agency (TaskForce) plays an important role across communities in southeast Melbourne, whether helping individuals and families due to challenges with alcohol and other drugs or family violence, or enabling people through education, training, and employment. Operating for 50 years, we aim to help realise the potential of every client, through achieving outcomes and working towards healthier lives, relationships, and communities.

#### Statement of commitment to Diversity & Inclusion

TaskForce is committed to providing culturally safe, inclusive, and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land. TaskForce values diversity, inclusion and social justice and is dedicated to actively addressing discrimination and ensuring every individual is treated with dignity and respect. We honour and celebrate our differences and uniqueness in culture and linguistic background, ethnicity, sex, gender identity, intersex status, sexual orientation, age, disability status, health status and religious or spiritual beliefs.

#### Statement of commitment to Child Safety

TaskForce is a child safe organisation. We are committed to the safety and wellbeing of all children and young people, and ensuring they feel safe and empowered in our programs and services. We respect and listen to children and young people. We take their concerns seriously and support them to meet their potential and thrive. This is a responsibility shared by all the people who work or volunteer at TaskForce or who are part of the wider TaskForce community.



We value diversity, inclusion and equity. We support the cultural safety, participation and empowerment of Aboriginal children and young people, children and young people from culturally and linguistically diverse backgrounds, LGBTIQ children and young people, and children and young people with disability.

We do not tolerate neglect or mistreatment and have zero tolerance for abuse of any kind. Safety concerns will be treated very seriously. Where appropriate, and safe to do so, we will always discuss concerns with families, carers and the community to encourage planned and joint action. We have legal and moral obligations to contact authorities when we are worried about a child's safety, and we will follow those procedures rigorously.

## Our values

- We **start with care** | We are here to meet participants where they are at, to support, empower and respect them and each other in the work we do. We commit to behaviours that demonstrate our care and compassion, bringing out the best in everyone in every interaction.
- We **always listen** | We are here to listen, to think of the whole of a person in every connection. We commit to listening, learning, responding, and adapting to the needs of our clients, our staff, and our partners.
- We are **non-judgmental** | We are here to help everyone belong; to realise their potential. We commit to supporting every person who walks through our doors or engages our services without judgment.
- We are **continuously learning** | We are here to learn, innovate and bring the highest quality of service to our participants. We commit to seeking out and sharing knowledge within and beyond our sector and from our communities, not standing still in our models of care and program offers.

## Our principles

- We are **client-centred** | The voice and lived experience of clients guides our work, practice and approach.
- We are **inclusive** | We welcome everyone into our service, continually striving for equity in access.
- We are a **wraparound service** | We look beyond the one area of need, supporting participants throughout their journeys.
- We **always work together** | We recognise that we can't act alone and know collaboration internally and externally is critical to success.



## About the position

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### SECADA

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.

### 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.

### Key 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 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 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
- Maintain a client load of between 20 to 25 clients. 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 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

- 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.

#### Child and Young People Safety

- Follow and comply with TaskForce's Child Safety and Wellbeing Policy and TaskForce's Code of Conduct for Working with Children and Young People
- Support children and young people to feel safe and empowered in our programs and services



- Report concerns about a child or young person's safety to authorities (as per TaskForce policy).

#### Diversity and Inclusion

- Follow and comply with TaskForce's Diversity, Inclusion and Equal Opportunity Policy and TaskForce's Code of Conduct
- Support the diversity priorities as outlined by the organisation
- Not engage in discrimination or harassment of any kind.

#### Skills and experience

##### 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).

##### Essential skills and experience

- 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 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



#### Other essential attributes

- Demonstrate understanding of the importance and application of inclusive practice when working with people from diverse communities, such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds
- Be able to self-regulate and self-monitor own behaviours, practice self-reflection at all times, display a commitment to realistically assess own personal strengths, limitations, biases, and effectiveness, and remain open to feedback and constructive criticism

#### Desirable requirements

- First Aid qualifications

#### Terms and conditions

- The position is for a contract period ending 30 June 2023 with the opportunity to extend, subject to the continued availability of funding.
- The incumbent will be provided with a mobile phone and access to the use of a pool vehicle for business travel.
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (include level if applicable).
- 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
- Hold a current driver's license
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices
- Complete the TaskForce Online Induction within the first week of employment
- Participation in family violence identification and risk assessment training
- Comply with and support TaskForce's commitment to Diversity and Inclusion and Child Safety as detailed in this position description
- 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 the best interests of TaskForce.

