# Position Description

## AOD Counsellor

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| **Staff Member:** | VACANT |
| **Location:** | Based in Kerang, providing services across Gannawarra Shire, northern end of the Loddon Shire and the Buloke Shire |
| **Job Status:** | Permanent Part Time<br>Position conditional on funding |
| **Award:** | Social & Community Services Award |
| **Classification:** | Social Worker, Level 2 (Depending on qualification / experience) |
| **Hours per fortnight:** | 64 Hours per fortnight |
| **Position Created:** | February 2004 |
| **Last Review:** | July 2020 |
| **Next Review Scheduled:** | July 2021 |

| **Line of Management:** | |
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| **Reports To:** | Chief Executive Officer<br>GM – Program & Services<br>TL – Community Support |
| **Supervises:** | NA |
| **Internal Liaisons:** | GM – Corporate Services<br>Team Leaders<br>All NDCH Staff |

**Education, Qualifications & Experience:**

- Appropriate academic qualifications in any of Nursing, Education, Psychology, Occupational Therapy, Counselling, Social Work or Welfare Studies.
- The Victorian Alcohol & Other Drugs sector's minimum qualifications standard, requires the counsellor to have attained the four core competencies in AOD work. The service will support the counsellor to complete the competencies. Recognition of Prior Learning (RPL) is applicable.
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**Key Selection Criteria:**

- Past experience in providing counselling support to clients who have AOD issues and their families.
- Demonstrated interpersonal skills, strong verbal and written communication skills including ICT.
- Commitment to attaining the best outcomes for clients with alcohol and other drug issues
- Knowledge of, and commitment to, harm minimisation philosophy, community health policies, health promotion and early intervention
- Key knowledge of alcohol and other drug issues within the community
- Effective time management and organisational skills.
- Ability to work within a multi-disciplinary team as well as independently.

**Purpose of this Position:**

- To provide alcohol and other drugs counselling, information and support to individuals and their families in the Gannawarra, Loddon and Buloke Shires.

**Responsibilities Specific to this Position:**

- Provide comprehensive assessment and re-assessment of client need, particularly in relation to alcohol and drug issues, as well as the setting of client goals for treatment Provide counselling services in the contexts of both voluntary and mandated clients.
- To actively support a healthcare team approach to the client's care including GP.

- Support the most appropriate mode of delivery of service for the client, whether that is telehealth or face to face.
- Work within the Recovery Model of Care and Family Sensitive Practice.
- Be a participant of the Community Support Team intake.
- Be aware of current AOD referral pathways into the program, via ASCO, as well as support available post program.
- To actively attend to people on the AOD waiting list through appropriate assessment of risk.
- To refer those clients who can additionally or alternatively be best assisted by other services both within and outside NDCH.
- To promote healthy family relationships through education and community awareness.
- To inform and advise Management and your Team Leader on developments in the community counselling field relevant to the service.
- To maintain and submit statistical data in a timely manner and to prepare reports as requested.

**Organisational Responsibilities:**

- To assist in the planning, promotion and the provision of Health Promotion and Early Intervention programs.
- To identify areas of unmet need in relation to health services within the NDCH service area.
- To establish and maintain client files in line with the service's policy.
- To maintain and submit statistical data in a timely manner and to prepare reports as requested by Team Leaders or the Executive Team.
- To attend meetings as required and participate in programs out of hours on a time in lieu basis.
- Provide and maintain a courteous and professional service to all individuals and groups using NDCH at all times.
- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy, the Charter of Human Rights, and the United Nation's Convention on the Rights of the Child.
- To always work within the NDCH culture, encouraging and supporting other staff to do so as well.
- To comply with NDCH Code of Professional Conduct & Ethics.
- To actively participate, as part of an inter-disciplinary team, in a cooperative manner to enhance the team functioning including in Team Meetings.

- To work within a continuous quality improvement framework and support the agency's quality review processes, including internal systems auditing.
- To participate in annual professional development, including review of position description.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety through effective leadership, and to always perform duties of this role within those standards.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, as well as NDCH's vision, mission and values.
- Be supportive of the broader NDCH team and encourage problem solving when issues arise within the culture of NDCH.
- Maintain a congenial, respectful working relationship with all colleagues as per the NDCH culture.
- If you disagree with Management on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.
- Inform your Team Leader of emerging issues that relate to you and your teams role function, advising them of your management of caseloads and job tasks towards achieving program targets.
- To perform any other duties as delegated by the Executive Team or Team Leader as relevant to your position and scope of practice.
- To undertake research when relevant.
- To participate in the training of students when appropriate.
- To participate in a multi-disciplinary team approach to health care and education through Case Conferences and close liaison with other Northern District Community Health Staff and appropriate persons in the wider community.

**Health, Safety & Wellbeing:**

- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the work place.
- NDCH is an equal opportunity employer. NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- All NDCH sites are smoke free workplaces.
- NDCH promotes respectful relationships and gender equality within the workplace and in our communities.
- NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children and women, and takes an active role within the workplace and the community to promote this stance.

**Mandatory Checks & Training:**

**Drivers Licence**

All staff are required to have and maintain a valid driver's licence. Any conditions on your licence should be indicated in your application. Any change to the conditions of your driver's licence whilst employed must be communicated to Management as soon as possible.

**National Police Check:**

Appointment and ongoing employment is subject to a satisfactory National Police Check. This is mandatory for all Employees.

All personnel of NDCH are required to notify Management as soon as possible of any criminal conviction within Australia or overseas.

**International Police Check:**

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regards to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

**Working with Children Check (WWCC):**

It is a requirement of NDCH that all employees undergo a Working with Children Check in accordance with the Working with Children Act 2005 (amended 2016).

**Child Safe Standards Training**

All staff are required to undertake the Child Safe online module with the Centre for Excellence in Child and Family Welfare to gain the knowledge and skills necessary to embed the child safe standards into their practice. This will be undertaken after commencement in your role with update opportunities made available.

**Family Violence Training**

NDCH provides training opportunities for staff under the Strengthening Hospital Responses to Family Violence and, for those staff who work 1:1 with clients, Child (CISS) and Family Violence Information Sharing (FVISS) Schemes.

**NDIS**

All staff working in disability services are required to sign their commitment to work within the NDIS Quality & Safeguards Commission Code of Ethics, even if their role does not require them to provide specific disability supports.

Those staff working in specific disability services (NDIS) are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.

| **Signed in Acknowledgement:** | | |
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| **Employee:** | | **/ /**20 |

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| **Manager:** | | **/ /**20 |