

## POSITION DESCRIPTION: SENIOR ALCOHOL & OTHER DRUGS COUNSELLOR

<b>AWARD &amp; GRADE</b>	Social and Community Services, Victoria, Award 2000 Up to Social Work Class 3
<b>SALARY RANGE</b>	Between \$53,393 - \$55,946 (*pre packaged)
<b>EFT</b>	Full time
<b>REPORTING TO</b>	Manager Drug Safety Program
<b>ACCOUNTABLE TO</b>	Executive Manager Primary Health & Chief Executive Officer
<b>TENURE</b>	Ongoing dependent on receipt of funding
<b>LOCATION</b>	North Richmond Community Health Limited 23 Lennox Street, Richmond, 3121

### Organisational Environment:

NRCH offers a range of services to the diverse communities who live and visit the City of Yarra. We also offer a number of targeted Statewide Programs. The organisation mandates a philosophy of providing culturally appropriate primary and social services to disadvantaged individuals and groups, especially refugees and newly arrived communities. Through extensive planning and consultation processes, we are responsive to the changing needs of the community, providing programs that capture both marginalised and well-connected clients.

### Departmental Environment:

The Drug Safety Program (DSP) provides a range of services to people who use Alcohol and other Drugs. Services include Mobile Drug Safety and Overdose Response Service, Needle / Syringe Program, Drug and Alcohol Counselling, Community Offenders Advice & Treatment Service (COATS), Cambodian Laotian & Vietnamese (CLV) Program and Outreach.

The position will provide a range of Counselling services under the Counselling, Consultancy and Continuing Care DHS funding model and coordinate Community Offenders Advice and Treatment Service (COATS). The position will provide clinical supervision for the DSP counselling team and contribute to the active team approach that underpins the work practices of the DSP.

### Position Objective:

To improve the health and well being of people who have a problem with drug and/or alcohol use in line with harm minimisation strategies and DSP practices and, overall, contribute to the achievements of the organisation's aims and objectives.

## Senior A&D Counsellor

### Key duties

- Provide counselling services to people experiencing issues with alcohol and other drugs and limited casework as required.
- Provide clinical assessment, referral and information services.
- Coordinate and resource DSP's forensic client services under the COATS system
- Provide leadership and clinical supervision for DSP counselling team. Actively participate in own clinical supervision.
- Support and participate in Needle/Syringe Program and needle/syringe retrievals.
- Participate in secondary consultations with NRCHC staff and external organisations.
- Collect data and maintain case notes, clinical files, reports and statistics using TrakCare.
- Provide written and other reports to DSP manager as required.
- Keep DSP manager informed on current AOD counselling trends and issues.

### Team Work

- Participate in team building and relevant professional development.
- Participate in organisation wide activities and forums as required.
- Participate in DSP team meetings and activities.

### General

- Operate in accordance with NRCH, DSP and other relevant policies and procedures and statutory requirements.
- Participate in annual performance appraisals.
- Undertake other duties as directed from time to time by management
- Implement Continuous Quality Improvement in client and program services.

## Key Selection Criteria:

### Essential

- Recognised qualification in social work or other relevant tertiary qualification
- Sound experience and proven ability in the provision of counselling services on A&D as a primary issue
- Understanding of harm minimisation policies and practice
- Proven experience in providing clinical supervision, including demonstrated analytical, conceptual and problem solving skills
- Experience and skills in the planning, implementation and evaluation of A&D counselling services
- High level written and oral communication skills
- Ability to manage multiple priorities and manage time accordingly.
- Computer literacy, including MS office, internet and email

*Desirable*

- Accredited as a DHS Clinical Drug Diversion Assessor whilst not essential would be considered a distinct advantage (or willingness to participate in this accreditation process)
- Knowledge of Health Promotion principals and practices
- Experience in working with clients from Culturally and Linguistically Diverse (CALD) communities
- Demonstrated knowledge of local agencies and experience in working in the community health sector
- Familiarity with TrakCare data collection program

**Training Requirements:**

Internal training requirements for position

Topic	Time frame for completion

**Organisation wide responsibilities and conditions:**

There are specific common conditions of employment covering all employees of the organisation that are outlined in the NRCH Policy and Procedures Manual. A summary of these is listed below:

- Contribute to OHS objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager, and behaving in a manner that fosters safe working practices.
- Conduct must be in accordance with the Code of Conduct, Employment Contract, Confidentiality agreement and other policies and procedures.
- Regular working hours will be negotiated, but must be within operational hours (9am – 7pm Mon-Thurs, 9am – 5pm Fri). From time to time, some out of hours work may be required.
- Salary is set in accordance with relevant Award and classification.
- Appointment is subject to a three month probationary period.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by Management in consultation with staff.
- The applicant may be required to perform other duties as directed, in accordance with training, skills and experience.
- North Richmond Community Health Limited provides a smoke free environment, including within Centre cars and buses.