



## Position Description

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<b>Position Title</b>	Alcohol & Other Drugs (AOD) Counsellor
<b>Division / Team</b>	Client Services / Alcohol & Other Drug Services
<b>Reports to</b>	Manager Alcohol & Other Drug Services
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
<b>Classification</b>	Social Worker – level dependent on skills and experience
<b>EFT / Term</b>	Part Time – Full Time (0.8 - 1.0 EFT) / Fixed Term - 15 months from commencement
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	July 2021

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**About Ballarat Community Health** Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion with a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond. There is a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the below values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in underpinning these values.

**Our Purpose** Health and wellbeing for all with a commitment to the most vulnerable.

**Our Leading Principles** A driven desire to maximise impact and be sustainable.

<b>Values</b>	<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
	<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

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**Diversity Statement** Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

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**Position Summary** This role is funded by the Workforce Initiative funding in line with Victoria's Alcohol and Other Drugs workforce strategy 2018 -2022. Recruitment will focus on building a skilled, available

and sustainable workforce that meets the needs of people experiencing substance-related harm in regional and rural Victoria.

The successful applicant will participate in a centralised workforce development program which will include training options which have been developed in consultation with the sector.

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### **Principal Areas of Responsibility**

- Provision of comprehensive assessment which is respectful of client goals and circumstances
  - Work within a harm minimisation framework to provide education on drug safety
  - Deliver robust, evidence-based therapeutic counselling interventions, of varying duration and intensity to individuals, families and groups within a recovery framework
  - Develop strategies that will assist clients in engaging with the service and facilitate supportive processes at BCH to further enhance client's ability to engage
  - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
  - Apply best practice principles including Family Inclusive Practice, Integrated principles and Trauma Informed Care
  - Work with clients with co-occurring disorders including AOD, Mental Health and Acquired Brain Injury
  - Be able to identify indicators which the client and drug treatment clinician can follow in relation to monitor progress of/change in patterns of substance use
  - Liaise with internal and external stakeholders regarding care planning, referrals and progress to prevent duplication of service as required
  - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapy, motivational enhancement therapy, social behavioural therapy and group work
  - Undertake exit planning
  - Provide secondary consultation where required
  - Be fully conversant with the framework, policy, procedures and protocols in which alcohol and other drug treatment services and systems operate including MARAM
  - Deliver Choices Program when required
  - Provide health promotion and education to individuals, families and communities who have been affected by alcohol or substance abuse issues
  - Utilise the Penelope Portal – to receive and provide information regarding client referrals and ensure that client assessment information is uploaded into the CIMS
  - Work intra and inter agency to reduce drug demand within the community
  - Provide emergency assistance to Level 2 First Aid if required
  - Focus on self-management principles
  - Maintain case notes and other relevant statistics in CIMS and other documentation as required
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### **Scope**

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes
- AOD operate from a recovery based, harm minimization framework in the provision of treatment and support services (also designed to meet the needs of individuals and significant others)
- Adult and Youth Intake and Assessment – Utilise statewide AOD screening and assessment tools

- Withdrawal Nurses practice within the AHPRA Codes and Guidelines and maintain registration with the Royal College of Nursing
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## **Organisational Responsibilities**

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
  - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
  - Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
  - Work within professional boundaries and relevant scope of practise at all times
  - Maintain relevant professional registration
  - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
  - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
  - Participate in compulsory BCH training programs
  - Ensure that client and staff confidentiality is respected and upheld at all times
  - Attend and actively participate in meetings as required
  - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
  - Participate in performance development plans and supervision
  - Participate in the organisation's continuous quality improvement programs and activities
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## **Qualification and Immunisation requirements**

Cert IV in Mental Health and AOD and/or a relevant tertiary qualification such as Diploma in AOD, Diploma in Counselling, Social Work or tertiary degree in related human services field

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## **Key Selection Criteria**

### **1. Experience:**

- Experience in the counselling field with generalist casework and / or group work
- Proven skills in assessment, case coordination and knowledge of current alcohol and other drug interventions
- Demonstrated understanding of the harm minimisation framework

### **2. Interpersonal Skills:**

- Demonstrated ability to work with clients with co-morbidities
- Knowledge of the welfare and health
- Effective oral skills and a professional attitude and presentation

### **3. Written Communication:**

- Effective written communication skills which are clear and concise

### **4. Computer Skills:**

- Strong computer literacy skills

### **5. Organisational Skills:**

- Commitment to continuous quality improvement and professional development
- Ability to use initiative to solve problems and a flexible approach to work duties

### **6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work
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**Conditions of  
Employment and  
other relevant  
information**

- The successful applicant will be required to maintain a current driver's licence.
  - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
  - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
  - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
  - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
  - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
  - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
  - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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