

Position title	Counsellor – AOD (SURE)
Reports to	Team Leader - AOD
Date	October 2021

About EACH

EACH provides an integrated range of health, disability, counselling and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,500 paid employees and over 300 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	A healthy community where everyone belongs.
Our purpose	Promoting health, building hope and creating opportunity.
Our values and behaviours	<p>We care We welcome you with empathy and hope. We believe making change is possible for everyone.</p> <p>We listen We take time to understand you, your experiences and your culture. We work with you and the people important to you, to build the right supports.</p> <p>We learn We evaluate our actions and always seek to improve.</p> <p>We deliver We have a ‘can do’ attitude and find ways to say ‘yes’. We do what we say we’re going to do.</p>

About the AOD team

The AOD team is a dynamic, progressive, evidenced based cohort of counsellors that assist clients to meet their individual goals. This may include harm minimisation or abstinence-based therapies using a range of cognitive behavioural techniques.

Position summary

The Counselling position is part of the suite of AOD services offered to clients in the Eastern Region of Melbourne part of the SURE Consortia with Anglicare. The key objectives of this role are:

- To provide a welcoming, hopeful, empathic, strength based, family inclusive, trauma informed, recovery oriented, culturally appropriate and co-occurring capable AOD counselling service.
- To provide treatment and support for clients experiencing issues associated with AOD use.

The identification of a range of co-occurring mental health, social and primary health issues associated with substance use and the provision of integrated and collaborative care is core business for the Alcohol and Drug Counsellor. The role will provide counselling to clients from a range of ages from 16-80 and will involve some outreach work to youth clients aged 16-25 years.

Deliverables

Provision of Treatment Services

- Provide high quality engagement, assessment, treatment and support to individuals who access the AOD Program including counselling, case management, relapse prevention, brief intervention and group work.
- Provide a full range of recovery oriented therapeutic programs that are strength based, trauma informed utilising a range of modalities including, but not limited to:
 - motivational interviewing
 - mindfulness
 - ACT
 - schema therapy
 - cognitive therapies
 - Other relevant counselling techniques
- Provide high quality counselling services to all clients including forensic clients
- Contribute to the planning, implementation, delivery and evaluation of the program
- Build on and maintain referral and feedback pathways with local General Practitioners, Mental Health Services and other Health, Welfare and AOD providers
- Encourage strong community and sector connections to support improved coordination of service planning, delivery and review
- Coordinate care with other health and social services
- Participate in all planning, reference groups and working groups as required
- Work as part of a multi-disciplinary team, to contribute to the program and team development,
- Maintain positive relationships with internal and external stakeholders

Service Development

- Contribute to the planning, implementation, delivery and evaluation of the program
- Build on and maintain referral and feedback pathways with local General Practitioners, Mental Health Services and other Health, Welfare and AOD providers
- Encourage strong community and sector connections to support improved coordination of service planning, delivery and review
- Coordinate care with other health and social services
- Participate in all planning, reference groups and working groups as required
- Work as part of a multi-disciplinary team, to contribute to the program and team development
- Maintain positive relationships with internal and external stakeholders

Organisational Management

- Contribute to the preparation of agency reports
- Maintain up to date case notes and progress notes including Trak Care
- Assist in building a culture of quality and innovation

The professional expertise we are looking for in this role

Skills:

- Well-developed communication and conflict resolution skills;
- Strong organisational skills with high attention to detail;
- Administration skills to complete compliance paperwork;
- Ability to demonstrate welcome, empathy and hope with all clients and stakeholders

Experience and Knowledge:

- Demonstrated experience working with AOD clients both voluntary and mandated.
- Demonstrated experience in providing therapeutic counselling to clients with a co-existing drug and alcohol and mental health condition.
- Demonstrated knowledge and understanding of Harm Reduction principles and strategies, with particular understanding of relevance to clients with co-occurring conditions.
- Knowledge of the service system and the principles and models that underpin it, e.g. Minkoff & Cline; Harm Reduction, the recovery framework.
- Ability to manage complex presentations.
- Knowledge of, and ability with data systems and reporting requirements

Mandatory Qualification/Competencies/Licences:

- Minimum qualification in Diploma AOD, completed or completing competencies in dual diagnosis
- Current Victorian Driver's License
- Current Employee Working with Children Check (state-based equivalent)
- Completion of a Criminal History Check (must be current within 60 days of employment) and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced

Expected behaviours for all EACH staff and volunteers

- acts in accordance with EACH's code of conduct and ethics, policies and procedures and is demonstrably committed to EACH's vision, mission, values and service principles
- promotes a 'safety first' culture and acts in accordance with EACH health and safety policy and management system
- promotes and supports a zero tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights
- fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers
- demonstrates teamwork and collaboration and positively contributes to group activities
- contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers
- be curious, reflective and open to continuous learning and new ways of working

- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery

