

Eastern Health

POSITION DESCRIPTION

Position Title:	AOD Counsellor
Award Classification:	Community Development Worker Class CL 2A
Award / Agreement Name:	Health Professionals - Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
Position Reports to:	Operationally, to the Team Leader

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The purpose of this position is to support the development and delivery of high quality, evidence based individual and group therapeutic interventions intended to;

- Provide behaviour changing interventions to assist individuals to reduce or cease harmful alcohol and drug use;
- Assist individuals to establish healthier lifestyle choices free of problematic alcohol and drug use; and to
- Assist existing clients to avoid and better manage relapse situations.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide comprehensive AOD assessment and therapeutic interventions to people presenting with substance use and co-occurring mental ill health issues within a harm minimisation framework;
- Provide individual counselling utilising motivational interviewing as an overarching framework of practice with a focus on CBT interventions that target behaviour change;
- Provide high quality services to clients and their families, using best practice principles including Family Inclusive Practice and Dual Diagnosis Principles;
- Develop and review regularly treatment plans to meet the individual and monitor the effectiveness of outcomes and report at client management meetings;
- Ensure that clients have discharge and post treatment support plans in place;
- Facilitate group work as required to respond to the needs of the client group;
- Work in accordance with individual performance targets achieving Drug Treatment Activity Units (DTAU's) and report using the Service Reporting System (SRS);
- Assess clients for referral to specialised services as appropriate in consultation with team members;
- Provide support to students within the team as required;
- 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;
- Develop and maintain knowledge of the relevant programs and services within the scope of role.

KEY PERFORMANCE INDICATORS

- Manage client case ratios effectively to ensure that caseloads are met and reported;
- Meet monthly DTAUs targets;
- Contribute to the effective functioning of the service by ensuring that accurate and appropriate documentation of client information and data entry is maintained on all data bases.

TEAM RESPONSIBILITIES

- Effective representation and participation in designated team meetings, case reviews, supervision and client care meetings as requested;
- Actively participate and contribute to the ongoing development of effective working relationships with internal and external stakeholders;
- Represent Turning Point Eastern Treatment Service's (TPETS) Counselling Service both internal and external where required
- Effective liaison with other community services and professional staff to promote cooperative professional relationships that ensure optimal client care;
- Identify, develop, implement and evaluate quality improvement activities in relation to team and organisational initiatives;
- Participate in projects and initiatives as required;
- Other duties as directed.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information
-

10. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	AOD Counsellor
Award Classification:	Community Development Worker Class CL 2A
Award / Agreement Name:	Health Professionals - Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
Position Reports to:	Operationally, to the Team Leader

Qualifications & Experience

- Certificate IV in AOD or have completed the core competencies (or able to complete within the first 12 months of employment) **Note; Refer to Appendix A for details on Competencies requirement**
- Minimum tertiary level qualification in areas including counselling or equivalent relevant field;
- Appropriate registration with member organisation.

Knowledge & Skills

- Demonstrated experience in the delivery of clinical interventions with AOD clients with complex and multiple needs desirable;
- Proven skills in the application of assessment, case formulation, treatment planning and discharge planning;
- Demonstrated ability in ensuring referrals across a range of service networks and pathway linkages, which allow for the best possible outcomes for clients;
- Highly developed communication and conflict resolution skills and the capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders;
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, and positive manner;
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm;
- A demonstrated commitment to teamwork and the ability to take appropriate individual and team responsibility for the welfare of clients;
- Demonstrated knowledge of the psychosocial issues affecting people with problematic substance abuse issues;
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers;
- Well-developed interpersonal and written skills;
- High level of computer proficiency with attention to detail and accuracy, particularly using word processing and database applications;
- Current Victorian Driver Licence.

Appendix A

AOD and Dual Diagnosis Competencies

The competencies required in the first 12 months are;

- **CHCAOD001:** Work in an alcohol and other drug context

- **CHCAOD002:** Work with clients who are intoxicated
- **CHCAOD004:** Assess the needs of clients with alcohol and/or other drug issues
- **CHCAOD009:** Develop and review individual alcohol and other drug treatment plans

The competencies required in the first 24 months are;

- **CCHAOD006:** Provide interventions for people with alcohol and other drug issues
- **CHCAOD007:** Develop strategies for alcohol and other drug relapse prevention and management

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

Position Title:	AOD Counsellor
Award Classification:	Community Development Worker Class CL 2A
Award / Agreement Name:	Health Professionals - Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020
Position Reports to:	Operationally, to the Team Leader

Department / Specialty Area	Alcohol and Drug Treatment Services
Campus / Physical Location	Carrington Road (Box Hill) and Ringwood East

SPECIALTY SPECIFIC INFORMATION

Organisational Context

Eastern Health

Eastern Health is a leading provider of health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

Eastern Health Statewide Services Program

The Eastern Health Statewide Services Program consists of Turning Point and Spectrum. Turning Point is the only Victorian specialist alcohol, drug and gambling organisation that integrates treatment and support services with research, education and training. Spectrum is Victoria's Centre for the specialist treatment of Borderline Personality Disorder and provides training and education and contributes to research in this area.

LOCAL WORK ENVIRONMENT

Turning Point

Turning Point was established in 1994 to provide leadership to the drug and alcohol field in Victoria, Australia. However, with growth in its reputation, activity and expertise, Turning Point has grown into a national treatment, research and education centre that provides leadership not only to the alcohol and drug but also to the gambling and mental health sectors. Combining innovative research in the clinical, population health and policy fields, with service innovation, surveillance, system enhancements, capacity building and specialist support, Turning Point directly assists services, communities and government to respond to current and emerging issues. Turning Point is a part of Eastern Health and is formally affiliated with Monash University.

Treatment

Turning Point's multidisciplinary staff, including Addiction Medicine Consultants, Psychiatrists, nurses, psychologists, social workers and alcohol and drug counsellors, provide specialist clinical and support services to people affected by alcohol and drugs, dual diagnosis (co-existing mental health and alcohol and drug misuse) and problem gambling. Turning Point provides a range of access points to its evidence based treatment interventions, including telephone and online, 'walk in' self-referral and GP/specialist based referrals available through two main locations city based and Box Hill.

In addition to the normal suite of alcohol and drug clinical services of counselling, outpatient and bed based drug withdrawal, Turning Point operates the state's neuropsychology unit, a specialist dual diagnosis clinic, a specialist online clinical support service specifically for health professionals and GPs, the state's only 24/7 telephone and online information and counselling service, an Addiction Medicine Consultation Service to the three major hospitals in the Eastern Region of Melbourne. Nationally, Turning Point telephone and online services operate services that provide text based counselling and self-help resources.

Research

Turning Point conducts practical and applied research leading to policy and service development with a focus on improving and expanding the range and quality of treatment and support services through evidence-based research.

Education

Turning Point is a leading provider of education and training services in the alcohol and drug sector in Australia. As a Registered Training Organisation (RTO) and a Higher Education Provider (HEP) Turning Point builds the capacity of health and welfare professionals to respond more effectively to alcohol and drug issues.