

## POSITION DESCRIPTION

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|-----------------------------|---|
| <b>Position Title</b>       | Alcohol and Other Drugs (AOD) Counsellor & Trainee Supervisor   |
| <b>Directorate</b>          | Clinical & Community  |
| <b>Manager</b>              | Manager, AOD and Mental Health and Wellbeing Services   |
| <b>Direct Reports</b>       | Yes   |
| <b>Enterprise Agreement</b> | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 – 2020       |
| <b>Classification</b>       | Counsellor Year 2   |
| <b>Employment Status</b>    | Fixed-term part-time<br>0.2EFT fixed term until 31.12.22 with possibility of ongoing<br>0.4EFT fixed term 12 months |
| <b>Hours of work</b>        | Refer to contract of employment   |
| <b>Amendment Date</b>       | 30 <sup>th</sup> June, 2022   |

### Position Overview

This position sits within the Directorate of Healthy Communities and Social Support Services. As an AOD Counsellor you will assist in reducing harm to individuals and their families by conducting assessments and providing a range of counselling interventions. You will promote recovery by assisting clients and their family members to change harmful behaviours while increasing their capacity to effectively manage the problems they are experiencing associated with AOD use.

Dhelkaya Health is part of a state-wide pilot Rural and Regional AOD Traineeship. The Trainee Supervisor will assist in developing a program and overseeing two trainees who would be undertaking studies in Alcohol and Other Drugs. The project itself, is designed to learn more about effective approaches to building a workforce pipeline in rural and regional areas of Victoria. As part of the pilot, the trainees will be provided with a paid work and study year, with a focus on creating relationships within the service system network in the region and within Dhelkaya Health. The Trainee Supervisor will also be assisted by the Manager, AOD and Mental Health and Wellbeing Services.

### Key Accountabilities

- Intake and assessment of individuals seeking assistance for alcohol or other drug related issues
- Provide centre-based counselling interventions
- Provide timely intervention, information or referral to suitable services
- Assist in assisting clients on waiting lists
- Complete all mandatory training requirements and any other requirements determined by Castlemaine Health
- Maintain professional registration and supervision requirements
- Meet monthly targets and maintain systems for the collection of statistics and reports in accordance with funding body requirements
- Attend meetings both internally and externally as directed
- Liaise with relevant health and community services to ensure the needs of individuals are effectively addressed
- Work as part of a Team

- Assist in developing an orientation program for two AOD trainees
- Develop individual support plans and learning plans for each trainee based on their goals
- Create a networking plan with local services and also with staff within the Community Services Programs at Dhelkaya Health
- Foster connections between AOD and Mental Health services both locally and inhouse to support integrated care
- Participate in sessions, and provide input to, a Community of Practice for trainees.
- Help design and implement the timetable for the trainees
- Organise placements with other services to enable trainees to shadow staff
- Assist with reporting to funding body
- Provide discussions around the topics that the trainees are studying
- Ensure that the trainees are coping with their workload, attending tutorials and keeping up with studies.
- Provide clinical supervision to each trainee
- Perform any other duties as required commensurate with the position classification and the employee's skills, knowledge, experience and qualifications.

#### **General Accountabilities**

- Obtain and/or maintain a current and satisfactory National Police Check for the duration of employment. A Working with Children Check and Disability Worker Exclusion Scheme check may also be required for particular positions.
- Participate and obtain satisfactory feedback through regular formal and informal performance review meetings.
- Participate in and commit to ongoing workplace initiatives and activities in health and safety, quality improvement and risk management as applicable to individual, team and/or organisational objectives.
- Demonstrate behaviours that are consistent with the Code of Conduct for Victorian Public Sector Employees.

#### **Qualifications**

##### **Essential**

- Qualification in AOD (Min Certificate IV in AOD)
- 2 years experience working in the area of AOD
- Membership with the appropriate professional body

##### **Desirable**

- Trained in Forensic AOD counselling

#### **Key Selection Criteria**

- Demonstrated experience in providing counselling and developing treatment plans for clients with alcohol and/or drug dependency issues
- Demonstrated knowledge of current evidence-based therapeutic interventions and practices
- Providing information, education and assistance to clients to help with reducing the harms of substance abuse
- Knowledge of services within the local area and regionally
- Flexibility in meeting needs of trainees
- An excellent knowledge of counselling and AOD services

- Ability to develop links with other AOD and Mental Health services

## Workplace Health & Safety

Castlemaine Health is committed to maintaining a healthy and safe workplace with the notion of “safety always” underpinning all of its activities. Employees are encouraged to actively promote the behaviours, values and attitudes that support a culture of safety.

Candidates/Employees of Castlemaine Health are required to:

- Adhere to organisational health and safety policies and procedures
- Be capable of performing the inherent requirements of the position
- Disclose any pre-existing injuries on the Pre-Existing Injury or Disease Disclosure Statement

## Castlemaine Health

### About

Castlemaine Health delivers a diverse range of inpatient, outpatient and outreach services to the Shire of Mount Alexander. This includes provision of assessment, rehabilitation and allied health services to neighbouring shires. Castlemaine Health’s role within the Loddon Mallee Region has been developed to meet the needs of a growing population.

### Vision

Exceptional care of every person, every time.

### Values

|            |   |
|------------|---|
| Integrity  | We engage with others in the highest degree of dignity, equity, honesty and trust         |
| Care       | We treat people with respect, are compassionate, thoughtful and responsive to their needs |
| Unity      | We work as a team and in partnership with our communities                                 |
| Excellence | We are committed to achieve our Vision  |

Castlemaine Health also values diversity and fosters a workforce that is welcoming of all individuals, including but not limited to; Aboriginal and Torres Strait Islander people, people with a disability, lesbian, gay, bisexual, transsexual and intersex people, people experiencing health inequalities and culturally and linguistically diverse people.

### Code of Conduct

Castlemaine Health is committed to abiding by the Code of Conduct for Victorian Public Sector Employees.

### Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to clients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples’ physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.

### Montessori Model of Care

Castlemaine Health has implemented the Montessori approach as a model of care which focuses on the persons’ abilities, capturing their interest and showing respect. It supports people to stay as independent as possible through involvement in meaningful roles and activities.

## Employee Acceptance

I acknowledge that:

- I have read and understood the requirements of the position as outlined in the Position Description.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position.
- Castlemaine Health reserves the right to modify the above documents. Employees will be consulted if modifications result in significant changes.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_