



POSITION DESCRIPTION

POSITION TITLE:	Alcohol and Other Drug (AOD) Counsellor
PROGRAM:	Therapeutic Services
STATUS:	Part Time (30.4 hrs per week), Fixed term until 30 June 2026
REPORTING TO:	AOD Team Leader
LOCATION:	Victorian Pride Centre with travel/work at additional sites
CLASSIFICATION:	VAC/GMHC Employment Agreement April 2014 /SACS Level 5. Thorne Harbour Health pays above award rates.

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Our work has now moved beyond Victoria, and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Therapeutic Services & Capacity Building program provides specialist services to the LGBTI community and people living with HIV (PLHIV), combining our counselling, alcohol and other drugs, family violence, and capacity building programs. THH's Services to these communities recognises the importance of specialist responses led by the community for the community. These specialist services target the LGBTI community and people living with, at risk of, or affected by HIV or Hepatitis C.

The AOD team provides assessments, care and recovery coordination and counselling services, as well therapeutic and peer led therapeutic and support groups and counselling and brief interventions for LGBTI community members and PLHIV. The team is made up of professionals from different disciplines and with expertise in different therapeutic modalities. Clinicians are all professionally qualified and currently registered or eligible to register with appropriate professional membership organisations.

3. POSITION ROLE AND RESPONSIBILITIES

The AOD Counsellor supports positive behavioral change in the AOD client through the delivery of evidence-based therapeutic individual counselling, therapeutic group programs and brief interventions to clients and their families. Services range from a brief intervention/single session to extended periods of work.

Key roles and responsibilities of the AOD Counsellor are as follows:

Therapeutic Counselling

- Deliver high quality, evidence-based, therapeutic counselling interventions of varying duration and intensity to individuals, families and groups
- In collaboration with the client, and their chosen family:
 - Determine details and the type of AOD counselling intervention/s required to address the therapeutic needs of the client, building on the treatment plan provided at intake and assessment.
 - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapies, community reinforcement therapy, contingency management, motivational enhancement therapy, social behavioural therapy and group work.
 - Undertake exit planning.
- Liaise with other care coordinators regarding care planning, referrals, and client progress
- Maintain the required clinical caseload
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Achieve performance targets as set and work within Program guidelines
- Participate in AOD service activities aligned with accreditation processes.
- Work within THH privacy policy and adhere to all THH policies and procedures, including professional codes of practice

4. KEY SELECTION CRITERIA

Qualifications

- Tertiary qualification relevant to counselling practice (or similar), for example social work, Counselling or Psychology.
- A graduate qualification in AOD, a Certificate IV in AOD, AOD key competencies, or willingness to undertake AOD competency training within 12 months of employment.

Skills and experience

- Knowledge of and experience with evidence-based therapeutic frameworks suitable for short to mid-term counselling practice including brief interventions and motivational interviewing
- Experience and competence in the provision of assessment, treatment planning, and discharge planning
- Experience and competence in the design and delivery of face-to-face individual, family, or group counselling involving a diverse client group, preferably with people living with or affected by HIV, Hepatitis C, and/or from LGBTI communities and their families
- Commitment to recovery-oriented approaches within a harm minimisation framework, acknowledging and building on people's own resilience and resources
- An interest and willingness to work with people from LGBTI communities, including people in a non-judgmental and respectful manner

- Ability to convey warmth, openness, empathy and concern for the wellbeing of clients and their families, and capacity and willingness to contribute to a supportive and productive team environment.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC/GMHC Employment Agreement 2014. The classification for the position is SACS level 5.
- Salary packaging is available at Thorne Harbour Health; it is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the VAC/GMHC Employment Agreement 2014.
- The position is for up to 30.4 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must either be Australian citizens or have permanent resident status.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent via our [job posting on Employment Hero](#).

For further enquiries please contact: Molly Boorman – AOD Manager (Acting):
Molly.Boorman@thorneharbour.org

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.