

## POSITION DESCRIPTION

<b>Position Title:</b>	Alcohol and Other Drug Counsellor
<b>Award:</b>	Community Health Centre (Stand-Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification:</b>	Social and Community Service Employee - Level 5
<b>Site:</b>	This position is primarily based at our Wyanimbik Wayawan Wellbeing Centre, Holdsworth Road, North Bendigo site. You may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	45.6 hours per fortnight (0.6 FTE)
<b>Tenure:</b>	Ongoing
<b>Position description developed:</b>	September 2025
<b>Responsible to:</b>	Senior Leader, AOD Wellbeing Services

### ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

#### VISION

**Better health and wellbeing across generations.**

#### PURPOSE

**Supporting you and your family to live healthy lives.**

#### VALUES

**Lived and Living Experience:** We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

**Equity:** We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

**People:** We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

**Partnership:** We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

**Integrity:** We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

## TEAM ROLE

The Alcohol and Other Drugs (AOD) service at BCHS is a large multi-program, multidisciplinary service, supporting consumers requiring a range of clinical and wellbeing treatment and support. The focus of the team is to provide seamless treatment and support pathways, coordinated service and a range of information and education interventions relating to harm reduction.

The AOD service consists of the AOD Clinical Services team and the community based AOD team. The AOD Clinical Services comprise residential withdrawal services (Nova House), home based withdrawal services and pharmacotherapy services.

The AOD Wellbeing services include a Needle Syringe Program, Mobile Drug Safety, Care and Recovery Coordination, Peer Support, AOD Counselling, initial triage and intake coordination, Assessment and Care Planning, and a specialist AOD Family Violence Advisor.

## POSITION ROLE

The AOD Counsellor is a key member of the AOD Wellbeing services team of approximately 20 staff. The position reports to the Senior Leader of AOD Wellbeing Services and provides a range of evidence-based therapeutic treatment interventions for consumers, as a key member of the counselling team. The position operates within a harm reduction framework that incorporates consumer-focused, holistic recovery principles.

The AOD Counsellor provides services face to face, via telephone and through group work, and is primarily based at the new Wanyanimbik Wayan building in North Bendigo. The position may be required to work across Bendigo Community Health Services sites as required.

## POSITION RESPONSIBILITIES

**The responsibilities of the position are:**

- The position operates from the AOD principles of person centred, trauma informed, culturally appropriate and recovery orientated services model.
- To provide accessible, high quality, evidence-based AOD assessment, brief intervention, counselling, and group-work and referrals that assist to reduce harm and promote recovery for clients and their family members.
- To identify co-occurring mental health, social, and primary health issues associated with addiction and substance use and facilitate collaborative care through engaging with internal and external services.
- To provide a full range of recovery orientated therapeutic services, utilising a range of modalities including, but not limited to:
  - Motivational Interviewing
  - Mindfulness
  - Acceptance and Commitment Therapy (ACT)
  - Cognitive Behaviour Therapy (CBT)
  - Other relevant counselling modalities

- To provide and promote counselling services that recognises the central role of the family and /or significant others in enabling positive outcomes for people with AOD issues and co-occurring conditions. This role works from an intersectional lens through a combination of strengths based individual and family therapeutic interventions.
- To contribute to family violence victim/survivor safety and wellbeing in line with Family Violence and Child Information sharing frameworks (FVISS/CISS) under the MARAM framework.
- Participation in clinical and organisational supervision.
- Other duties as directed.

## KEY SELECTION CRITERIA

### Essential

1. A tertiary qualification in Social Work, Psychology, or another health-related discipline, as well as qualifications and experience in Counselling.
2. Completion of an AOD qualification or willingness to complete the AOD core competencies within the first 12 months of employment.
3. Proven experience providing therapeutic interventions for individuals with AOD issues.
4. Knowledge of the Victorian AOD treatment system and relevant practice frameworks.
5. Ability to respond to complex presentations, including co-occurring conditions.
6. Strong understanding of client safety, risk assessment, and ethical practice.
7. A current employee Working with Children Check and Driver's Licence.
8. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

## PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

## STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

### Position Performance:

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide counselling services to a range of consumers including families and those referred through the justice system.
- Demonstrate positive outcomes for consumers through comprehensive counselling interventions, care planning and assessment.
- Provide accurate reporting to management and reporting agencies in a timely manner.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

### **Communication and Teamwork:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

### **Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

### **Administration and Documentation:**

*Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **DIVERSITY AND CULTURE**

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

## CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

## OTHER ESSENTIAL REQUIREMENTS

### Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

### **BCHS believes that *"Quality is everyone's business, safety is my responsibility"***

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

## OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

