

Position Description

Position title:	Smoking Cessation Counsellor/Psychologist
Salary:	Dependent on qualifications and experience
Classification:	Dependent on qualifications and experience
Award:	Dependent on qualifications and experience
Hours:	45.6 per fortnight (0.6EFT)
Position tenure:	Fixed Term (until December 2021)
Employee benefits:	<ul style="list-style-type: none"> • Generous Salary Packaging (including novated lease) • Health and Wellness Guidance and Activities • Training and Development opportunities
Location:	Latrobe Valley
Reports to:	Manager Integrated Primary Health Service Central
Program:	Latrobe Smoking Cessation Clinic

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

Your role will include a wide variety of responsibilities and continual challenges to resolve. Your capabilities will be pushed and developed, providing stimulation, professional learning and personal growth.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

The key aim of this position is to provide specialist information, advice and individualised counselling to assist smokers who want to stop smoking or cut down the number of cigarettes they smoke. Clients will reside in the Latrobe Valley in Gippsland. The Counsellor will also provide information and advice face to face and using virtual platforms on smoking, quitting and the use of quitting medications and products.

Key objectives, duties and responsibilities

- In accordance with the Clinic procedures and principles, provide specialist information, advice and individualised face to face/virtual counselling to assist smokers who wish to quit by:
 - Helping smokers understand why they smoke
 - Assisting them to make a plan to stop
 - Providing encouragement, support and information; and
 - Advising family and friends concerned about others' smoking.
- With appropriate recognition of duty of care, provide safe smoking cessation assessment, advice and support for population groups with special health needs such as pregnant women; young people; callers who disclose a mental health condition; and callers with other health conditions that are impacted by smoking cessation.
- Use specialist counselling and smoking cessation assessment skills to identify issues presented by clients wishing to quit, and respond to these effectively and appropriately within the Clinic procedures and principles.
- Refer clients to available resources and strategies to assist in achieving their goals.
- Accurately record client information, maintain client records and database.
- Participate in information, training and supervision sessions as required.
- Work in a collaborative way with other Clinic team members and members of the Central Integrated Primary Health Service.
- Contribute when required to the development of strategies to meet the objectives of the clinic.
- Such other duties as directed and consistent with an employee's level of skill, competence and training.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Accredited social worker, counsellor, registered/provisional psychologist.
2. Demonstrated practical experience in AOD or addiction therapeutic services or a relevant health related field.
3. Excellent verbal communication and active listening skills including the ability to establish good rapport with clients and express ideas assertively, and in a non-judgmental way as well as the ability to contain appointments.
4. Ability to understand and assess client needs and assist as appropriate by providing information, referral, support and/or counselling, and within the procedures and principles.
5. Well organised, able to prioritise tasks, reliable and adaptable.
6. Sound computer skills and ability to enter database information accurately and efficiently.

7. Ability to handle situations with confidence, tact and patience with a professional and mature attitude and manner, and to maintain confidentiality.
8. Ability and willingness to work autonomously as well as constructively as part of a team and respond to a campaign environment.

Job requirements:

Applicants must meet the following job requirements:

Mandatory Requirements:

1. Face to face and virtual counselling experience.
2. Knowledge and understanding of concepts and theories of smoking behaviour and cessation.
3. Knowledge of health education/promotion.
4. Experience in a similar or related service.
5. Commitment to completed subsidised specialist smoking cessation training as required
6. Non-smoker
7. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker B**. Evidence of immunisation history must be provided prior to confirmed appointment.

Organisation Requirements:

1. Latrobe Community Health Service is a child-safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.
2. MARAM Tier 4
3. Prior to appointment, a police record check will be undertaken. This will be updated every three years.
4. Prior to appointment, credentialing documentation must be completed and verified.
5. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
6. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Primary Health
Date:	23.04.2021

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /