



CAAPS Aboriginal Corporation

Position Description

Position Title	Strong Steps Coordinator/Counsellor
Area	<i>Strong Steps, Coolalinga</i>
Reports To	D/CEO
Direct Reports	AOD Counsellors, Administration Officer

Position Purpose

Provide program coordination activities, support of team members, and counselling of clients within the Strong Steps Program.

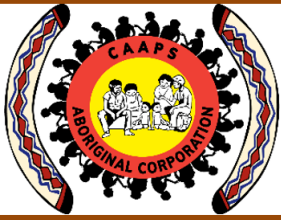
The program is aimed at the empowerment of participants to cope with drug and alcohol problems through screening, assessment, counselling information and education, brief intervention and referrals to other services.

Responsibilities

- Deliver on the position purpose.
- To work within the treatment framework developed specifically for the Strong Steps program.
- Complete all administrative tasks, reporting and compliance duties accurately and in a timely manner, in adherence with role requirements and CAAPS policies and procedures.
- Ensure adequate feedback is captured and contribute to the evaluation and development of the program.
- Contribute to a safe working environment by identifying, reporting and responding to potential hazards, incidents and accidents in accordance with CAAPS Policies and Procedures and WHS legislation.
- Work positively as a member of a multidisciplinary team and facilitate team meetings.
- Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring - to maintain QIC accreditation standards.
- Participate in regular reflection/supervision to support best practice and ongoing individual and team learning and development.
- In the course of other duties, establish and maintain networks and relationships with relevant external communities and organisations
- Willingness to maintain a drug-free lifestyle, a drug test will be conducted upon employment and can be requested by Management at any time.
- Other related duties as required and within the scope of the position.

Key Performance Indicators

- Providing support and counselling for clients with consideration of their cultural safety.
- Staff are supported in meeting the requirements of their positions and the aims of the Strong Steps Program.



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- Ensuring the maintenance of accurate data and case notes in line with program/funding requirements.
- Providing workplace support and supervision to team members
- Participating in clinical governance through CAAPS Clinical Governance Committee Meetings

Key Selection Criteria

- Hold a Counselling, Psychology, Social Work or recognised qualifications in a related field.
- Demonstrated ability to work positively both independently and as part of a multidisciplinary team
- Demonstrated effective communication including verbal, written and computer skills.
- Demonstrated ability to effectively manage own workload and work with minimal direct supervision

Knowledge

- Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
- Demonstrated understanding of current issues impacting the delivery of AOD treatment for individuals and families affected by substance misuse.
- A sound knowledge of current drug and alcohol best practice, along with local and national strategies related to the AOD field.
- Demonstrated understanding of Work Health and Safety issues/requirements

Experience in the following area is highly regarded

- Experience managing a small staff team delivering counselling or social work activities.
- Extensive experience working with people with substance use issues including provision of brief intervention, counselling services, and advocacy.
- Experience in effectively delivering clinical or support services to Aboriginal and/or Torres Strait Islander people. =

*Please provide the following **with your application**:

- Selection criteria responses
- Copies of any relevant qualifications
- Copy of current NT Driver's License (minimum C Class)
- Copy of current First Aid Certificate
- Copy of a Criminal History Check
- Copy of current Ochre Card (Category E), or evidence of application

Version : 1
Date created : October 2021



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Review date : to be reviewed April 2022
Approved by : **Jillian Smith, CEO**