

<b>Position title</b>	Alcohol and Other Drug Treatment Services (AODTS) Counsellor		
<b>Position holder</b>	Vacant		
<b>Program</b>	Mental Health & AOD		
<b>Funded by</b>	Department of Health		
<b>Based at location</b>	Horsham/Stawell/Ararat		
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Program Leader Mental Health &amp; AOD</li> <li>• Manager Counselling &amp; Support</li> <li>• General Manager People and Community Support</li> <li>• Chief Executive Officer</li> </ul>		
<b>Direct reports</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>		
<b>Award</b>	<i>Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017</i>		
<b>Classification</b>	SACS Level 2.1 to SACS Level 4.1		
<b>Hourly rate</b>	\$29.12 to \$37.54	<b>Annual</b>	\$57,541 to \$74179
<b>Status</b>	Full Time/Part Time		
<b>Hours per week</b>	38/15.2		
<b>PD last updated and approved by CEO</b>	April 2022		

#### Position summary

The AODTS Counsellor provides an efficient, effective and quality service for people to minimise the harm associated with substance use and misuse by assisting people to develop informed safe sensible behaviour towards drug use (legal, illegal, and prescribed drugs). At times this may require liaising with staff of Police, Courts, Department of Justice and other justice organisations.

#### Key responsibilities

1. AOD screening and assessment for people aged 16 years and above entering the Victorian A&OD treatment system by completing:
  - Victorian AOD Intake tool.
  - Step 1: Self-complete initial screen for adults with AOD problems.
  - Step 2: Comprehensive assessment for adults with AOD problems.
  - Contribution to meet the annual KPI target of 166 assessments
2. The delivery of evidence-based AOD therapeutic interventions (individual, group and family) for people aged from 16 years and above across the Wimmera/Grampians region to:
  - Determine urgency of client needs and prioritise service delivery to clients.
  - Provide AOD therapeutic interventions and referral services (including facilitating access to specialist Alcohol and Drug services as necessary) to people (and their significant others) on both an internal and outreach basis.
  - Provide AOD therapeutic interventions and referral services for forensic clients (those subject to community corrections orders, parole and/or other court related matters).
  - A focus on recovery-oriented care.

- Priority access for 'complex' clients and those transitioning to and from bed-based services.
  - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapies, motivational interviewing, social behavioural therapy and group work.
  - Work flexibly to meet people's varying needs, including on an outreach basis as appropriate.
  - Provide secondary consultation where required. This may include providing information and support to respond to needs for clients involved with child protection and other human services.
  - Provide, with the appropriate consent, client summaries to the original referral source, intake service as well as to the services the client has been linked with.
  - Develop Individual Treatment Plans and identify Significant Treatment Goals achieved in collaboration with the client and ensure appropriate recording, implementation, monitoring and ongoing evaluation of Individual Treatment Plans and Significant Treatment Goals.
  - Maintain up to date and appropriate client notes, records and documentation.
  - Participate in joint case management, shared care planning and/or provide secondary consultation with other agencies and service providers where appropriate.
3. Contribution to meet the annual KPI targets
  4. Provide therapeutic interventions and support for forensic A&OD clients referred to GCH.
  5. Provide supervision and support to students as required.
  6. Positively promote the role of GCH within the community.
  7. Willingness and ability to participate in the Needle Syringe Program (NSP).
  8. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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#### Key selection criteria

##### Qualifications

- Certificate IV in AOD as per Department of Health standards.
- New workers entering the sector without relevant qualifications must obtain a specialist qualification in alcohol and other drugs or addiction at the Certificate IV level or higher to be eligible to work in an alcohol and other drug service funded by the department.
- New workers entering the sector who have a health, social or behavioural science tertiary qualification are required to undertake AOD Skillset competencies or complete a specialist qualification in alcohol and other drugs or addiction at the Certificate IV level or higher.
- Intermediate training in MARAM framework – willing to undertake training

##### **Mandatory:**

- Membership or eligibility for membership with ACA, APS, AASW.

##### **Desirable**

- Experience in working collaboratively with multidisciplinary teams in community health settings.

##### **Demonstrated skills, experience and/or understanding of:**

- Addictions, the principles of harm minimisation, and the principles underlying the AOD service sector in Australia.
- Specific AOD interventions, therapeutic support and case management.
- Working with clients engaged in the Forensic system

- Complex AOD and mental health issues.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace culture and practices.

### Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- NDIS Worker Screening Check

### Personal attributes

- Ethical and inclusive
  - Self-disciplined
  - Collaborative and supportive
  - Flexible and resilient
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### Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period
- Full COVID-19 vaccination status from MyGov or Medicare (including booster) or
- Certified evidence of medical exemption for COVID-19 vaccination

And requires the following checks:

- Satisfactory police check
- Working with Children Check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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### Employee acceptance of position:

Employee signature

Vacant

Date

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