

# Position Description



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| <b>Position Title</b>      | AOD Counsellor, Drug and Alcohol Treatment Court  |
| <b>Position Number</b>     | CC0277  |
| <b>Job Grade</b>           | VPS 4   |
| <b>Employment Status</b>   | Full-time, Fixed term until June 2023 (Flexibility considered)  |
| <b>Position Reports To</b> | Operations Manager, Drug and Alcohol Treatment Court  |
| <b>Location</b>            | County Court, 250 William Street, Melbourne VIC 3000  |
| <b>Position Contact</b>    | Michelle Yates, A/Head of Operations and Programs, Drug and Alcohol Treatment Court<br>T: 0437 794 887<br>E: <a href="mailto:Michelle.Yates@courts.vic.gov.au">Michelle.Yates@courts.vic.gov.au</a> |

## Role Context

This position is designed to deliver counselling services within the Drug and Alcohol Treatment Court (DATC) expansion into the County Court of Victoria (CCV) within the Specialists Courts division. The position works with clients requiring AOD treatment and support.

The purpose of this position is to reduce AOD related harms to individuals and their families by providing support, referrals, secondary consultation and liaison with other in-house health and welfare providers, DATC Staff and CCV Judicial Officers. The position has a focus on assessing and addressing the underlying causes of offending, including support and referrals around welfare and mental health issues.

## Role Purpose

The AOD Counsellor will provide high quality engagement, assessment, counselling, and support services to participants of DATC. This role will provide support, referrals, secondary consultation, and liaison with County Court staff and Judges. The position has a focus on utilising diverse evidence based therapeutic frameworks to address problematic substance abuse and links with offending behaviour. The position will involve mixed service delivery both virtually and onsite face to face as per Victorian Government advice.

## Key Accountabilities

- Providing high quality engagement, assessment, counselling and support services to individuals and their families, through evidence-based counselling interventions.
- Operating within diverse therapeutic frameworks and treatment modalities including:
  - Individual Counselling (and some possible group work/family sessions);
  - Family Inclusive Practice;
  - Dual Diagnosis and Trauma Informed principles; and
  - Motivational Interviewing.

- Collaborate around the development of treatment plans and provide effective counselling interventions to meet the individual needs of clients and their families, including those with complex needs. These interventions may include assisting clients to:
  - Identify their substance use triggers and high-risk situations;
  - Develop practical skills such as problem solving, goal setting and assertive communication;
  - Develop insight into their thinking and behaviour in order to help them make and sustain positive changes to their substance use and offending;
  - Understand the relationship between their substance use and other areas of their lives, such as mental and physical health, relationships and lifestyles; and
  - Access a range of community services and supports to promote recovery.
- Providing information, individual support, education and practical assistance to clients to help them to reduce the harms of their substance use.
- Collaborating and providing secondary consultation with other services/professionals where an integrated/multidisciplinary approach is required. This includes, but is not limited to, mental health, housing, employment, financial counselling, generalist counselling, family counsellor, domestic violence worker and culturally appropriate services.
- Working with diverse communities including people who identify as Aboriginal and Torres Strait Islanders, CALD and LGBTQI.
- Maintain a high standard of documentation (including client files and records) compliant with accountability structures and in accordance to professional, legislative, service contractual obligations and organisational standards.
- Prepare reports for the Court and provide expert advice to the Judges.
- Undertake other duties as directed by the DATC Manager and/or Specialist Courts Manager.

| <b>Key Selection Criteria</b> |  |
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| <b>Technical Expertise</b>    | <ul style="list-style-type: none"> <li>• At least 3 years experience in the provision of drug and alcohol assessment and counselling services</li> <li>• Proven ability to work effectively with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner.</li> <li>• Ability to support positive behavioural and recovery-orientated care.</li> <li>• Ability to convey warmth, openness, empathy and concern for the welfare of clients.</li> <li>• Experience in therapeutic approaches such as: Motivational Enhancement Therapy, Cognitive Behavioural Coping Skills Training, Family Inclusive Practice, self-help groups, Community Reinforcement Approaches.</li> <li>• Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm and the ability to collaborate effectively with partner agencies and other service providers.</li> </ul> |
| <b>Knowledge and Skills</b>   | <ul style="list-style-type: none"> <li>• <b>Written Communication</b> - prepare project briefs, reports, service plans, and policy options and recommendations on complex issues which are clear, exhaustive, and provide strong support for a preferred position or action.</li> <li>• <b>Verbal Communication</b> - builds effective relationships with a diverse range of stakeholders and confidently argues complex concepts, negotiating with tact and diplomacy on difficult issues.</li> </ul>   |

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|                                  | <ul style="list-style-type: none"> <li>• <b>Problem Solving</b> - develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring stakeholders are actively engaged in the problem-solving process.</li> <li>• <b>Stakeholder Management</b> - manages development and implementation of stakeholder initiatives, creates lasting relationships with stakeholder groups, and partners stakeholders to broker shared solutions in new areas.</li> <li>• <b>Service Excellence</b> - manages area to provide multiple service delivery outcomes in a seamless manner, effectively addressing issues and stakeholder needs, assessing outcomes and implementing improvements, and celebrating successes while encouraging a service excellence ethos in the work unit.</li> </ul> |
| <p><b>Personal Qualities</b></p> | <ul style="list-style-type: none"> <li>• <b>Drive and Commitment</b> - demonstrates commitment to the objectives of the work area and the organisation and shows considerable drive and effort in achieving work targets.</li> <li>• <b>Initiative and Accountability</b> - takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Team Work</b> - cooperate effectively with the team and work collaboratively to achieve work plan and goals.</li> </ul>   |

| <b>Qualifications/Experience Requirements</b>   |
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| <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Relevant Health, Social or Welfare tertiary qualification such as Social Work, Psychology, Nursing or Allied Health Sciences, or equivalent knowledge and experience.</li> <li>• Minimum competencies in AOD or completion of the required competencies (or able to complete within the first 12 months of employment).</li> <li>• Fulfils requirements for DHHS Accredited Forensic Clinical Drug Assessor.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Information technology skills, including proficiency in Microsoft Office suite.</li> <li>• Empathy for those whose lives have been affected by problematic alcohol and other drug use and mental health disorders.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Specialist knowledge in one or more relevant areas such as Family Therapy, Mental Health, Family Violence, Trauma, Criminology etc.</li> </ul> |

| <b>Important Information</b>  |
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| <p>The salary range for this position is set out in Schedule C of the <a href="#">Victorian Public Service Enterprise Agreement 2020</a>.</p> <p>The appointment will be governed by the <a href="#">Public Administration Act 2004</a>.</p> <p>County Court employees are required to abide by the <a href="#">Code of Conduct</a> for Victorian Public Sector Employees 2015.</p> |

The County Court is committed to minimising its environmental impact and requires all staff to reduce resource use such as paper and electricity where possible.

Due to the nature of working in a court environment, employees of the County Court of Victoria may be exposed to challenging and/or confronting material and experiences. Court Services Victoria takes steps to minimise the impact and provides support mechanisms to all employees.

All appointments to the County Court are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check.

The County Court embraces diversity amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds to apply.

### **Employee Obligations**

#### **Occupational Health and Safety**

County Court of Victoria is committed to providing and maintaining a working environment which is safe and without risk to the health of its judiciary, employees, court users and contractors. Achieving this aim is the responsibility of us all.

#### **Respect in the Workplace**

Employees of the County Court of Victoria must show respect for other employees, the judiciary and members of the public by treating them fairly and objectively and ensuring freedom from discrimination, sexual harassment, racial or religious vilification, victimisation and bullying.

### **About the County Court**

The County Court of Victoria is established pursuant to the *County Court Act 1958*. It has original and appellate jurisdiction and is the principal trial court in the State of Victoria. The Court hears over 11,000 criminal, common law and commercial cases each year. The County Court has unlimited monetary jurisdiction in common law and commercial matters. In its criminal jurisdiction, the Court hears all indictable offences except treason, murder and related offences.

There are a total of 70 Judges of the Court and over 200 staff, including judicial support staff. The County Court regularly conducts circuit sittings at 12 circuit courts situated in major centres throughout regional Victoria.

The County Court is committed to continuous improvement in accordance with the International Framework for Court Excellence. The Court's vision is to be a leader in court excellence, delivering the highest standard of justice to the community and inspiring public confidence in the rule of law.