

CatholicCare NT Role Description

Position Title		Counsellor AOD & Mental Health
Position Number	CC2792	
Salary	Base Salary SCHADS Grade 5 Plus superannuation guarantee 17.5% leave loading and salary packaging option	
EFT	Full time 38 hours per week	
Location	Berrimah	
Completion	Ongoing (subject to funding)	
Last Reviewed	NEW POSITION	

1. Program Description

CatholicCare NT provides counselling services to participants with co-occurring substance use and mental health needs. This program is designed to provide support to participants who may face barriers to accessing mental health care due to their substance use, using a harm-minimisation and social and emotional wellbeing framework.

2. Purpose of the Position

The position is responsible for providing evidence-based counselling and case management for people who use substances and have co-occurring mental health needs, in order for the program to meet its objectives. This position has a particular focus on supporting those who face barriers to accessing mental health treatment due to their substance use.

3. Organisational Relationships

Works under general direction and reports to the designated supervisor as per the CCNT organisational chart.

Supervises other staff and/or works in a specialised field.

4. SCHADS Grade 5 Characteristics

- Work under general direction from senior employees.
- Undertake a range of functions requiring the application of a high Grade of knowledge and skills to achieve results in line with the organisation's goals.
- Adhere to established work practices. However, may be required to exercise initiative and judgment where practices and direction are not clearly defined.
- Involvement in establishing organisation programs and procedures.
- Will include a range of work functions and may involve supervision. Work may span more than one discipline.
- Required to provide expert advice to employees classified at a lower Grade and volunteers.
- Application of knowledge gained through qualifications and/or previous experience.
- Required to set priorities and monitor workflows in their area of responsibility, which may include establishing work programs in small organisations.

- Required to set priorities, plan, and organise their own work and that of lower classified staff and/or volunteers and establish the most appropriate operational methods for the organisation.
- Positions responsible for projects and/or functions, will be required to establish outcomes to achieve organisation goals.
- Specialists may be required to provide multi-disciplinary advice.

5. Key Responsibilities and Performance Standards

5.1 Provide evidence-based therapeutic interventions

- Conduct comprehensive mental health, AOD and risk assessments in order to develop collaborative case plans and safety plans.
- Provide evidence-based therapeutic interventions and psychoeducation with a focus on harm-minimisation and social and emotional wellbeing.
- Provide flexible therapeutic case management that is responsive to the needs of the participant, in collaboration with the care team.
- Establish safety, trust and rapport with participants using relational, trauma-informed, inclusive, and culturally appropriate approaches.
- Provide psychoeducation and support to family members where appropriate, and facilitate engagement with safe and supportive family, to increase support networks.
- Establish and maintain collaborative referral and care pathways with internal and external stakeholders to support participants to achieve their care plan goals.
- Maintain a high standard of service delivery by engaging in regular supervision, critical reflection, evaluation activities, and ensuring timely and accurate record keeping.
- Ensure that program guidelines, code of conduct, and organisational policies are followed.
- Ensure compliance with relevant WH&S and audit requirements.

5.2 Facilitate group work and community engagement activities

- Co-design and facilitate group work activities to support harm-minimisation, mental health and substance use recovery, skill development, and positive peer relationships.
- Collaborate with local stakeholders to co-facilitate group work activities.
- Facilitate community engagement activities with local stakeholders, to increase the knowledge and understanding of co-occurring substance use and mental health needs, promote evidence-based strategies for wellbeing, reduce stigma, and increase help-seeking behaviours.
- Participate in evaluation activities and incorporate feedback into service design and delivery.

5.3 Stakeholder Engagement

- Develop and maintain effective working relationships and referral pathways with relevant stakeholders.
- Ensure that CCNT is represented in a professional manner when attending stakeholder events, conferences, or presentations.
- Maintain professional relationships and boundaries with participants, stakeholders, and CCNT staff.

5.4 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy.

6. Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

7. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework.
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required.
- Ability to represent CCNT in a culturally appropriate and professional manner at all times.

8. Work Conditions

In this role, you will regularly work with participants who have experienced, or are currently experiencing, domestic and family violence, child abuse, other forms of violence and threats of harm. The work may involve hearing distressing disclosures, managing safety concerns and working within mandatory reporting and safeguarding frameworks.

The position is located in an open plan office with a team of multi-disciplinary professionals and may require outreach to other sites in the Darwin and Palmerston regions. This position may include some weekend work, which is balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours.

9. Selection Criteria

- 1) Prerequisites
 - I. relevant degree with relevant experience;
 - II. associate diploma with substantial experience;
 - III. qualifications in more than one discipline;
 - IV. less formal qualifications with specialised skills sufficient to perform at this Grade; or
 - V. Attained through previous appointments, service and/or study an equivalent Grade of experience and expertise to undertake the range of activities required.
- 2) Qualifications in mental health and substance use, social work, psychology or other relevant field, with experience providing evidence-based therapeutic interventions for people with co-occurring substance use and mental health needs.
- 3) Experience facilitating groups and community engagement activities.
- 4) Strong interpersonal and communication skills including experience with case management, case note writing, report writing, and case plan development.
- 5) Demonstrated cultural competency, particularly in working with Aboriginal and/or Torres Strait Islander people and people from diverse backgrounds.

10. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.
- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children, or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as an essential worker.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.