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| POSITION INFORMATION |
| **Position Title** | Medication Support Service Counsellor |
| **Position Term:** | Part-time Fixed-term position until 30 June 2019. Position may be extended subject to funding. |
| **Hours:** | Part time 30.4 hours per week  |
| **Award:** | SACS award, level dependant on qualification and experience |
| **Location:** | Inspiro operates from 3 sites, Lilydale, Healesville and Belgrave. This position will operate across all sites. |
| **Reports To:** | Clinical Operations Manager (COM) |
| **Date:** | July 2018 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

Position Summary

The **Medication Support Service Counsellor** will work within a recovery-orientated model which uses a strengths-based, client-centred and family inclusive approach to substance use. The clinician will use a dual diagnosis framework and ‘no wrong door’ approach in their assessment and treatment of people presenting to the service. Therapeutic interventions may include brief interventions, psychoeducation/overdose awareness, motivational interviewing, mindfulness, acceptance and commitment therapy (ACT), cognitive behavioural therapy (CBT), harm reduction and relapse prevention.

The main components of this role include:

* Providing clinical assessment and outpatient treatment services to individuals and families affected by pharmaceuticals (including prescription and over-the-counter medications), including those who have problems with other types of substances
* Facilitating referrals into the Medication Support Service via clinical intake and referral pathways with external agencies
* Conducting comprehensive clinical assessments, developing collaborative individual treatment plans and making referrals to support the client’s goals around their pharmaceutical misuse
* Providing therapeutic counselling for individuals and families affected by pharmaceutical misuse using evidence-based treatments and a dual diagnosis framework
* Supporting clients to reduce the risk of overdose and other harms relating to pharmaceutical misuse

There may also be scope for the **Medication Support Service Counsellor** to work across other funded programs within the wider AOD service at Inspiro (by negotiation and according to need).

This role may require some afterhours service delivery

Position responsiblities

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To achieve this, the Medication Support Service Counsellor will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary health services.

**Clinical Service Delivery**

* Conduct high quality comprehensive and client-centred assessment (including risk assessment) of clients presenting to the Medication Support Service, using Department of Health and Human Services AOD assessment tools and other relevant assessment tools and outcome measures as appropriate
* Conduct screening for mental health and other co-occurring conditions where appropriate
* Participate in clinical intake and allocation processes including supporting intake/referrals for the service
* Develop collaborative treatment plans with clients and families based on a comprehensive assessment to support treatment goals and recovery
* Facilitate and conduct referrals to other health, mental health, pain, AOD and welfare support services (including residential withdrawal, rehabilitation and supported accommodation)
* Provide therapeutic counselling using evidence-based approaches, such as Cognitive Behavioural Therapy (CBT), Acceptance and Commitment Therapy (ACT), motivational interviewing and mindfulness based therapies
* Where appropriate, provide treatment of mild-moderate mental health concerns (such as anxiety/depression) in conjunction with treatment of substance use problems
* Provide brief intervention and relapse prevention to clients as required
* Work within a collaborative care-team approach and participate in service coordination practices with other professionals, supporting the clients’ journey through relevant treatment services
* Participate in case allocation, case review and discharge planning processes as required
* Provide secondary consultation, advice and recommendations to internal and external stakeholders where required
* Provide support for clients following detox program

**Documentation and administration**

* Manage and meet individual performance targets as required for funding purposes
* Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents
* Administer clinical review and outcome tools with clients at assessment, review and discharge
* Contribute to the planning, development, delivery and evaluation of the service model and program development where required
* Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, pain specialists, hospitals, mental health services and other AOD providers)
* Represent the service as required in a professional, courteous and empathic manner

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, health promotion activities, policy development and other project activities as required.
* Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
* Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within Community Health.
* Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**Occupational Health and Safety**

* Comply with best practice infection control guidelines.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

Performance objectives and indicators

**Performance Targets**

* Achievement of minimum of 6 contact hours per 7.6 hour day
* Minimum of 5 sessions per day

**Practice Framework**

* Compliance with Inspiro counselling service model and practice framework
* Compliance with APHRA, credentialing and accreditation requirements
* Compliance with Inspiro policy and procedures
* Compliance with documentation and data reporting requirements
* Compliance with file audits and peer review

**Quality Improvement and Evaluation**

* Evidence of participation in quality improvement activities
* Evidence of participation in professional development activities relevant to the position
* Review programs and groups annually

Performance objectives and indicators will be discussed with your manager and a work plan developed.

Key selection criteria

**Mandatory**

* Relevant qualification in alcohol and other drugs (such as a Cert IV or Graduate Diploma in AOD), or a minimum of 3 years demonstrated experience working in the AOD sector.
* Recognised tertiary qualifications in social work, mental health nursing, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions.
* Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to the misuse of pharmaceuticals and other substances (including assessment, brief intervention, risk assessment and management, family support, therapeutic counselling and case management/care coordination).
* Demonstrated understanding of pharmaceutical overdose, including clinical risk assessment and management, overdose awareness, pharmacotherapy treatment options and harm reduction principles.
* Demonstrated service co-ordination practices with internal and external service providers (including primary health/medical sector) and the ability to provide holistic care for clients presenting with a broad range of substance use and psychosocial needs.
* Demonstrated skill and experience in clinical risk assessment and management.
* The ability to maintain high level clinical assessment documents, client records, reports and case notes
* Well-developed interpersonal and communication skills and the ability to work both autonomously and as part of a team
* The ability to work respectfully and creatively with diverse populations, including Indigenous Australians, CALD communities and the LGBTIQ community.

**Desirable**

* Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs.
* Medicare Registration Provider number

Employment is subject to a police check and the applicant having a current working with children check. Persons who have worked overseas may be required to obtain an international police check.

Acknowledgement

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date: