|  |  |
| --- | --- |
| POSITION INFORMATION | |
| **Position Title** | Alcohol and Drug Counsellor |
| **Position Term:** | until 30/6/18 |
| **Hours:** | Full time 38 hours per week |
| **Award:** | SCHADS Award level based on qualifications and experience |
| **Location:** | Inspiro operates from 3 sites, Lilydale, Healesville and Tecoma. This position will operate across sites. |
| **Reports To:** | Clinical Operations Manager (COM) |
| **Date:** | July 2017. |

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.

**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 key objective of this position is to assist people with alcohol and other drug problems on their pathway to recovery.

The role of the service is to provide assessment, risk analysis, treatment, and referral to support services for individuals using best practice principles, including family inclusive practice. This includes a combination of direct therapeutic clinical work, assessments and individual treatment planning, secondary consultation and training support. The incumbent will be required to work collaboratively with other health and welfare service providers to enhance outcomes for the clients and their families.

The position aims to provide evidence based, high quality, safe, patient/client centred care that meets current professional best practice standards.

Position responsiblities

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

**Clinical Service Delivery**

* Provide high quality engagement, treatment and support services to individuals and their families, using best practice principles.
* Case manage and provide counselling interventions to complex clients, facilitate, coordinate and support clients throughout the life cycle of their treatment and recovery plan.
* Develop individual treatment plans and provide effective counselling interventions.
* Provide information, education and practical assistance to clients to help them to reduce the harms of their substance use to themselves and those around them.
* Provide flexible Care and Recovery service coordination and support to clients and family members.
* Provide assertive referrals e.g. financial counselling/literacy, nutrition and life skills training and other health initiatives to support client recovery where needed.
* Build strong and effective relationships with clients and their families, creating positive expectations and confidence in treatment.
* Source and facilitate access to support networks, aftercare and self-help groups and community activities, and assist clients to build these networks
* Provide and facilitate a range of support and intervention programs for families and carers, including engaging them in individual client AOD treatment.
* Consider the needs of and identify any risks to vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service agents when indicated.
* Develop individual long term recovery plans by assisting clients to identify achievable and relevant goals
* Work with clients and their families to develop holistic discharge plans that support meaningful social and economic participation and other practical aspects of recovery.
* Provide post care support including assisting clients and their families to negotiate their treatment journey beyond the AOD sector as required.
* Provide clinical expertise and secondary consultation to other health and welfare services including the provision of offsite assessments to facilitate clients’ access to AOD treatment.

**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 6 contact hours per 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

**Qualifications, knowledge and experience**

* Demonstrated understanding of current Australian alcohol and drug treatment philosophy of “harm minimisation” is essential
* Diploma of AOD preferred, but minimum requirement is Certificate IV in AOD working towards Diploma qualification
* Extensive experience in the provision of counselling services with AOD clients with complex needs, including clients within the criminal justice system.
* Demonstrated ability to formulate treatment plans and implement interventions with clients / families, addressing their range of alcohol and/or other drug use issues, including clients with complex psychosocial needs.
* Well-developed verbal and written communication and conflict resolution skills.
* Capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders.
* Capacity to maintain up to date file records and data collection processes as required.
* Current Working with Children Check valid for employment purposes.

Employment is subject to a police 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: