

## JOB DESCRIPTION FORM- COUNSELLOR EDUCATOR WANDOO

<b>Position Title:</b>	Counsellor/ Educator		
<b>Service Location:</b>	Wandoo Women's Prison Therapeutic Community		
<b>Program: (If applicable)</b>		<b>Hours:</b>	TBC
<b>Reporting to:</b>	TC Manager	<b>Award Classification:</b>	Level 4-5 Cyrenian House EBA
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
With a strong focus on consumer engagement, the Counsellor / Educator will provide professional alcohol and other drug (AOD) counselling, education and support to residents in the Wandoo Women's Prison Therapeutic Community.			
<b>Duties and Responsibilities:</b>			
<b>General:</b>			
<ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops.</li> <li>• Contribute to the development, implementation and evaluation of the service model.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>• Other duties as required.</li> </ul>			

**Group Work, Education and Training:**

- Develop and deliver education and training to residents.
- Have a solid understanding of the “Community as Method Treatment Model”.
- Participate in organisational planning and team building workshops.

**Counselling:**

- Provide assessment, counselling, referral as well as AOD information and support to residents in the TC.
- Participate in shared case management and consultation with custodial staff.
- Write reports as required on resident participation and progress.

**Representation and Stakeholder Engagement:**

- Maintain a working knowledge of AOD and other relevant agencies/services.
- Actively liaise with relevant agencies including reintegration programs.
- Attend interagency networking groups as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.

**Administration and Reporting:**

- Perform hand over, administrative and office management tasks as required.
- Update SIMS documentation and/or other related duties as required.
- Maintain consumer files, statistics, and other resident related administration duties.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.
- Maintain accurate clinical records including care plans, case notes and evaluations.

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**Selection Criteria:**

**Essential competencies and experience:**

- Have a degree in social, behavioural or health sciences or equivalent experience in the alcohol and other drug sector.
- Demonstrate an understanding of “Community as a method Treatment Model”.
- Experience working within a multi-disciplinary team.
- Well-developed assessment and counselling skills.
- Demonstrated experience in working with consumers experiencing issues related to alcohol and other drug use and mental health issues.
- Demonstrated and well developed interpersonal, verbal, and written communication skills.

**Desirable competencies and experience:**

- Experience working in a Therapeutic Community.
- Experience working in a prison environment

**Required Clearances:**

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate
- Current driver’s License and reliable vehicle

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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