

## JOB DESCRIPTION FORM COUNSELLOR EDUCATOR CHMR

<b>Position Title:</b>	Counsellor / Educator		
<b>Service Location:</b>	Cyrenian House Milliya Rumurra (CHMR) AOD Treatment Service		
<b>Program: (If applicable)</b>	CHMR	<b>Hours:</b>	TBA
<b>Reporting to:</b>	Service Manager CHMR	<b>Award Classification:</b>	Level TBA 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>			
The Counsellor/Educator will have both a treatment and prevention focus with the aim of reducing harm associated with alcohol or other drug use. The position will provide a professional AOD service to consumers, families, other service providers and the local 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 consumers, other service providers and community groups, where necessary.
- Actively contribute to staff meetings, AOD training sessions and ongoing professional development.
- Participate in agency planning and team building workshops.

**Counselling:**

- Provide assessment, counselling, referral as well as AOD information and support to all consumer groups as appropriate.
- Participate in shared case management and consultation with other service providers.
- Write reports as required on consumer participation and progress.

**Representation and Stakeholder Engagement:**

- Develop and maintain a working knowledge of AOD and other relevant agencies/services.
- Actively liaise with relevant agencies and other service providers, including the Department of Corrective Services (DCS) regarding consumer progress and participation.
- Attend interagency networking groups as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.
- Develop and participate in community based initiatives or projects as directed.
- Provide feedback to the court on client progress related to the Pre-sentence Opportunity Program (POP) and Indigenous Diversion Program (IDP)
- Participate in delivery of state-wide prevention or health promotion campaigns.

**Community Initiatives**

- Provide support to Local Drug Action Groups and other community groups, where required.
- Develop and participate in community based initiatives or projects.
- Facilitate community consultations as directed by manager

**Administration and Reporting:**

- Perform administrative and office management procedures as required.
- Update SIMS documentation and/or other related duties as required.
- Maintain consumer files, statistics, and other consumer related administration duties, such as updating ISU forms.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.

**Other duties**

- Travelling with staff of partner agencies may necessitate sharing of driving or vehicle maintenance duties.



**Selection Criteria:**

**Essential competencies and experience:**

- A degree in social, behavioural or health sciences and or relative experience in the alcohol and other drug sector.
- Demonstrated and well developed leadership skills with the ability to work in a multidisciplinary team.
- Experience in working with Aboriginal peoples in Aboriginal Communities.
- Good verbal and written communication skills.
- Good organisational and time management skills.
- The ability to work autonomously within their role, whilst still delivering a professional service.
- Ability to adapt to varying working environments in the delivery of outreach services.
- An active role in Continuous Quality Improvement.

**Desirable competencies and experience:**

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**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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