

## JOB DESCRIPTION FORM

### COUNSELLOR EDUCATOR – RESIDENTIAL PATHWAYS PROGRAM

|  |   |                              |                                 |
|--|---|------------------------------|---------------------------------|
| <b>Position Title:</b>   | Counsellor Educator - Residential Pathways Program (RPP)  |                              |                                 |
| <b>Service Location:</b>   | Non-residential Services  |                              |                                 |
| <b>Program:<br/>(If applicable)</b>  | Residential Pathways Program (RPP)  | <b>Hours:</b>                | TBA                             |
| <b>Reporting to:</b>   | Residential Pathways Program Coordinator  | <b>Award Classification:</b> | Level 4-5<br>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>   |                              |                                 |
| <p>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.</p> <p style="color: red;"><b>We celebrate and promote this diversity as a strength of our organisation.</b></p>  |   |                              |                                 |
| <b>This position:</b>  |   |                              |                                 |
| <p>The Counsellor Educator’s role is to provide proficient, culturally secure counselling, assessment, case management and referral for consumers and their families seeking residential treatment in one of Cyrenian House’s TC’s. The Counsellor Educator will possess a sound level of clinical knowledge and skills, together with well-established work practices that exercise initiative and sound judgment.</p>  |   |                              |                                 |
| <b>Duties and Responsibilities:</b>  |   |                              |                                 |
| <p><b>General:</b></p> <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> |   |                              |                                 |

**Assessment and Counselling:**

- Conduct assessment and case management of consumers seeking entry to a Cyrenian House TC.
- Carry out internal and external referrals, as appropriate, including alternative treatment options, where Cyrenian House residential treatment is not considered suitable to the consumers needs.
- Provide support and/or referral for clients and their families.
- Assist in the development of appropriate resources for consumers assessing a Cyrenian House residential treatment service.
- Participate in ongoing review and assessment of consumer progress.
- Participate in shared case management and consultation with other service providers.
- Write reports as required on consumer participation and progress.

**Group Work Education and Training:**

- Design and deliver educational group sessions as required in order to promote confidence and skills development to support lifestyle change and address offending, addiction behaviours.
- Promote the Cyrenian House information session for consumers considering residential treatment via the Cyrenian House website.
- Facilitate and promote the Smoking Cessation Group for all consumers entering a Cyrenian House residential treatment service.
- Develop and deliver education and training to consumers, other service providers and community groups, where necessary.
- Facilitate therapeutic and educative group sessions as directed, including support for clients wait-listed for entry to a Cyrenian House residential treatment service.
- Provide support and training to partner agencies conducting external assessments for Cyrenian House residential treatment services including those in regional services and hospital based.

**Teamwork and Agency Development:**

- Demonstrate an ability to develop and maintain a collaborative working relationship with team members and colleagues.
- Develop and maintain professional relationships with referring agencies.
- Maintain close liaison with other service providers, both internally and externally in order to provide effective case management
- Provide support to other service providers to manage consumers with alcohol and other drug problems through shared case management and consultation.
- Maintain an appropriate level of skills and knowledge of drug trends, through regular training and research.

**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 regarding consumer progress and participation.
- Develop effective relationships with other Cyrenian House services as appropriate.

| DOC NAME                      | VERSION | PREPARED BY | DATE OF REVIEW | NEXT REVIEW DUE | PAGE        |
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**Community Initiatives**

- Develop and participate in community-based initiatives or projects as directed.

**Administration and Reporting:**

- Carry out administrative duties such as keeping concise, up to date case notes, records and statistics; administering and collecting client feedback and undertaking other duties as required.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.
- Update SIMS documentation and/or other related duties as required

**Selection Criteria:**

**Essential competencies and experience:**

- A degree in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- Demonstrated skills and experience in assessment and case management, including referral.
- Well-developed counselling skills.
- Experience in group facilitation.
- Willingness to develop an understanding of Aboriginal culture and Aboriginal family systems.
- Demonstrated understanding of drug and alcohol issues, particularly mental health and AOD issues, impacting on the health of individuals and their families.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Experience in working as part of a team.

**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: \_\_\_\_\_