

## JOB DESCRIPTION FORM – COUNSELLOR EDUCATOR

<b>Position Title:</b>	Counsellor Educator		
<b>Service Location:</b>	Bunbury Step up Step Down		
<b>Program: (If applicable)</b>	Nannup Therapeutic Community	<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Service 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 ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b style="color: red;">We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
<p>The position will be based at the Bunbury Step-up Step-Down managed by Richmond Wellbeing. Facilitate and enhance the provision of care to patients with Alcohol and other Drug issues in the Step -up Step-down program, whilst also participating the care coordination activities aimed at coordinating clinical services across multiple teams or disciplines. The position will also enhance the capacity for general Step-up Step-down staff to identify and manage drug and alcohol related presentations through capacity building activities, such as mentoring, and consultation with staff. This position will also participate in quality improvement and clinical governance activities that improves the safety, quality and efficiency of care provision for residents with D&amp;A issues in the step-up step down.</p> <p>The position will formally be managed by, and be accountable to the Manager, Nannup Therapeutic Community. However, the position will take operational direction day to day from the Manager, Bunbury Step-Up Step -Down Service.</p>			

## Duties and Responsibilities:

### General:

- Support promote and work in accordance with the Vision, Mission and Values of Cyrenian House and Richmond Wellbeing
- Participate as a valued team member promoting and contributing to a supportive team environment.
- Provide support to and share expertise with other staff, students and volunteers.
- Participate in staff meetings, supervision, training and team planning workshops.
- Contribute to the development, implementation and evaluation of the service model.
- Contribute to Cyrenian House continuous quality improvement processes.
- Work in accordance with Cyrenian House Code of Conduct.
- 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.
- Contribute to and promote the implementation of the Standards on Culturally Secure Practice.
- Other duties as required.

### Group Work, Education and Training:

- Design and deliver educational group sessions and training to consumers, other service providers and community groups, where necessary.
- Attends Core Training and maintains all compliance requirements relevant to their role and employment with Cyrenian House and Richmond Wellbeing
- To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform.
- Actively participate in required internal meetings, supervision sessions and training.
- As part of a team contribute to the development of policies and procedures, best practice and quality improvement.
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### 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.
- People are supported to reflect on and work through emotions to enable emotional wellbeing.
- Work within a person centred, framework towards self-determination, choice and recovery.
- Adopt a holistic approach which includes physical health and wellbeing.
- Support people to navigate mental distress.
- Family members, carers and people of significance to the person as identified are included as directed by the individual.

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**Teamwork and service Development:**

- Demonstrate an ability to develop and maintain a collaborative working relationship with team members and colleagues.
- 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.
- All critical incidents are addressed according to Cyrenian’s policies and procedures.
- Develop a rapport with each service user.
- Ensure effective communication at all times, including verbal & written communication.
- Support Service users to develop life skills.

**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, to support referrals to meet the inclusion criteria for Cyrenian House Residential services.
- Develop effective relationships with other Cyrenian House services as appropriate.
- Recovery plans are supported, implemented and kept alive.
- Identification of substance use issues in the Step-up Stepdown program.
- Delivery of brief interventions in the context of the Step-up Step down program.
- Planning and delivering/facilitating access to AOD-focussed workforce development activities/training.
- Assessment and management of drug and alcohol related conditions during step-up step down presentations, in facilitating discharge planning for those patients with substance use disorders that require ongoing treatment.
- Play a key role in education and training of the generalist step-up step down workforce regarding drug and alcohol issues.
- Enhancing linkages between the Step-up Step Down, other local mental health services, and specialist drug and alcohol treatment services.
- All critical incidents are addressed according to Cyrenian’s policies and procedures.
- Develop a rapport with each service user.
- Ensure effective communication at all times, including verbal & written communication.
- Support Service users to develop life skills.

**Community Initiatives:**

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

**Administration and Reporting:**

- Maintain consumer files, statistics, and other consumer related administration duties.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.
- All documentation is completed in required timeframes.
- Demonstrated computer skills, with experience in Microsoft Office application.

## Selection Criteria

### Essential Criteria of the role include:

- Tertiary qualification in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- Previous 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.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Experience in working as part of a team.
- Full work rights, and a Current National Police Clearance.
- Current driver's License and access to a reliable car.

### Desirable competencies and experience:

- Awareness of relevant Government Departments and community-based agencies that may support recovery.
- Previous experience in recovery planning, developing budgets and working with clinical services and external service providers.
- Previous work in a residential setting with people who are experiencing mental distress.
- Demonstrated experience in working as part of a team.
- Experiential (first-hand) knowledge of drug and alcohol addiction with at least two years current sobriety/clean time.

### 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: \_\_\_\_\_

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