

## JOB DESCRIPTION FORM

### JUSTICE SERVICES COORDINATOR

<b>Position Title:</b>	Justice Services Coordinator		
<b>Service Location:</b>	Non-residential Services and prison-based services		
<b>Program: (If applicable)</b>	ADAPT	<b>Hours:</b>	Full time – 76 hrs fortnight
<b>Reporting to:</b>	General Manager Justice Services	<b>Award Classification:</b>	Level 6-7 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 style="color: red;">We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
The Cyrenian House Justice Services Coordinator supports the ADAPT team to deliver evidence based, high quality services to consumers meeting outcomes and funding performance indicators. The coordinator is responsible for the supervision and training of Cyrenian House ADAPT staff as well as the timeliness and quality of program completion reports submitted by Cyrenian House staff. In addition, the coordinator maintains a small clinical caseload and is available for coverage of group programs.			
<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 Alcohol and Other Drug and Human Service Standard.</li> <li>• Other duties as required.</li> </ul>			

**Clinical Services:**

- Provide a range of counselling and clinical interventions for individuals, groups, couples and families affected by alcohol and/or other drug use.
- Make professional, clinical decisions in consultation with Line Manager as necessary.
- Ensure that case notes and consumer data are maintained to the required standards.
- Liaise with other agencies as required to provide an integrated service approach.
- Manage allocated consumer caseload in accordance with Cyrenian House and Holyoake clinical guidelines.
- Manage the referral processes for the ADAPT Through-care Counselling Service
- Ensure that clinical services delivered reflect good practice standards and is in line with the Cyrenian House and Holyoake policies and procedures.
- Contribute to the identification of consumer needs to inform service development opportunities.

**Leadership and Relationships:**

- Ensure staff participate in the induction process in accordance with organisational requirements. Ensure all staff are provided with key organisational policies, including the Code of Conduct.
- Demonstrate effective line management (and performance management where required), ensure clinical supervision support, and identify and implement training and professional development opportunities for staff.
- Promote occupational health and safety for staff in the workplace in accordance with occupational safety and health policies and procedures.
- Demonstrate ability to coordinate comprehensive delivery, evaluation and review of prison programs.
- Ensure Consumer confidentiality is always maintained.
- Demonstrate ability to respond to demands for consumer services and lead continuous quality improvements within Cyrenian House Justice Services.
- Ensure consumer records are well-maintained and are entered in a timely manner
- Develop and maintain relationships with key stakeholders and partnerships, including the Department of Justice and Holyoake.
- Maintain close liaison with, and take direction from the General Manager Justice Services.

**Governance:**

- Support the development of clinical policies and procedures.
- Implement, monitor and review clinical policies and procedures to ensure best practice standards.
- Contribute to organisational strategic planning.
- Provide information for annual reports as required.
- Actively participate in supervision.

**Administration and Reporting:**

- Oversee the maintenance of consumer files ensuring consumer records are kept according to Cyrenian House guidelines.
- Have a sound working knowledge of the consumer database, related documentation and its purpose.
- Work in collaboration with the General Manager Justice Services to complete funding reports as required.
- Provide oversight of the quality and timeliness of program completion reports submitted to the Department of Justice by program facilitators.

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**Other Duties:**

- Maintain own professional development.
- Adhere to Cyrenian House’s policies, procedures and work instructions.
- Actively liaise with relevant agencies and other service providers, including the Department of Justice regarding consumer progress and participation.
- Other duties as directed.
- Contribute to the development of ADAPT services.

**Selection Criteria:**

**Essential competencies and experience:**

- A relevant tertiary qualification in social behavioural sciences or equivalent and/or substantial experience in a leadership role in a human service discipline.
- Demonstrated experience in the coordination of alcohol and other drug program delivery.
- Strong oral and written communication skills including high-level report writing and editing skills.
- Demonstrated experience in developing and maintaining strong stakeholder partnerships.
- Knowledge of alcohol and other drug issues.
- Understanding of comorbidity in relation to alcohol and drug issues.
- Demonstrated assessment, case management and counselling skills.
- Good presentation and group facilitation skills.
- Experience working within a multi-disciplinary team.
- Experience in working with consumers from diverse backgrounds and different cultural groups.
- Demonstrated and well-developed interpersonal skills.
- Demonstrated proficiency with Microsoft Office software package including Word, Outlook, Teams and Excel.

**Desirable competencies and experience:**

- Experience working with clients in custodial settings.

**Required Clearances:**

- Full work rights.
- Current National Police Clearance / Department of Justice security clearances (employer initiated)
- 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 upon employment:

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

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

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

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