

JOB DESCRIPTION FORM- COUNSELLOR EDUCATOR WANDOO

Position Title:	Counsellor/ Educator		
Service Location:	Wandoo Women's Prison Therapeutic Community		
Program: (If applicable)		Hours:	TBC
Reporting to:	TC Manager	Award Classification:	Level 4-5 Cyrenian House EBA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	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.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
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. We celebrate and promote this diversity as a strength of our organisation.			
This position:			
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.			
Duties and Responsibilities:			
General:			
<ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • 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:

- 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.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Counsellor Educator Wandoo	V1	HR	28.01.2021	28.01.2022	Page 2 of 3

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: _____

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Counsellor Educator Wandoo	V1	HR	28.01.2021	28.01.2022	Page 3 of 3