

JOB DESCRIPTION FORM

SENIOR COUNSELLOR EDUCATOR (REGISTERED)

Position Title:	Senior Counsellor Educator (Registered)		
Service Location:	Wellness and Recovery Day Hospital (Cockburn Central)		
Program: (If applicable)	Wellness and Recovery Day Hospital Therapy AOD Program	Hours:	Full-time 76 hours Per fortnight
Reporting to:	General Manager Non Residential Services	Award Classification:	Level 6 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		
<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. <b style="color: red;">We celebrate and promote this diversity as a strength of our organisation.</p>			
This position:			
<p>The role of this position provides consumers involved in the Wellness and Recovery Day Hospital Therapy AOD Program, with the necessary support and tools to enable them to reduce or abstain from substance use. The program runs in partnership with Bethesda Health Care.</p>			
Duties and Responsibilities:			
<p>General:</p> <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. • Engage with and contribute and adhere to the applicable Standards, codes, regulations, and laws, ensuring consistent interpretation, implementation, and efficiency of general and safety practices. • Other duties as required. 			

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Clinical Services:

- Provide a range of clinical interventions for individuals and groups affected by alcohol and/or other drug use.
- Deliver educational, skills training and practical application AOD focused group sessions.
- Complete comprehensive AOD assessments and treatment planning.
- Make professional, clinical decisions in consultation with other program staff and/or 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.
- Ensure that clinical services delivered reflect good practice standards and is in line with Cyrenian House and Bethesda Health Care, policies and procedures.
- Contribute to the identification of consumer needs to inform service development.

Administration and Reporting:

- Maintain consumer records and data entry in an accurate and timely manner.
- Participate in the support of placement students.
- Participate in research activities as required.
- Effectively manage appointments and group bookings with consumers.
- Provide reports as required.

Human Resources, Occupational Safety and Health:

- Participate as a valued team member promoting and contributing to a supportive team environment.
- Work collaboratively with Bethesda Health Care staff.
- Provide support to and share expertise with other staff, students and volunteers.
- Attend staff meetings, peer supervision, AOD training sessions and planning workshops.
- Attend clinical review and case management meetings as required.
- Contribute to the development, implementation and evaluation of the service model and service delivery policies and procedures.
- Participate in regular clinical supervision and line management.
- Contribute to the Continuous Quality Improvement processes.
- Work in accordance with the Cyrenian House Code of Conduct.
- Be responsible for personal health and safety in the workplace and for complying with the relevant employer’s occupational Safety and Health policies and procedures, promoting and maintaining a safe and secure environment.
- Contribute to and promote the implementation of the Standard on Culturally Secure Practice accreditation standard.

Other Duties:

- Maintain own professional development.
- Adhere to Cyrenian House policies, procedures and work instructions.
- Actively liaise with relevant agencies and other service providers.
- Other duties as directed.
- Contribute to the development of the service.

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Selection Criteria:

Essential competencies and experience:

- Tertiary qualification in social, behavioural or health sciences. .
- AHPRA professional registration.
- Knowledge of alcohol and other drug issues.
- Understanding of comorbidity in relation to alcohol and drug issues.
- Demonstrated assessment, case management and counselling skills.
- Excellent 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, verbal, and written communication.
- Demonstrated proficiency with Microsoft Office software package including Word and Outlook.

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 upon employment:

Name: _____

Signature: _____

Date: _____

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