

JOB DESCRIPTION FORM

Position Title:	Counsellor Educator		
Service Location:	Southwest Therapeutic Community and Low Medical Withdrawal Unit		
Program: (If applicable)	TBC	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 Worker will provide professional alcohol and other drug (AOD) counselling, education and support to consumers and their families within a residential setting.			
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 consumers, other service providers and community groups, where necessary.
- Have a solid understanding of “Community as Method Treatment Model”.
- Participate in organisation planning and team building workshops.
- Participate in ongoing review and assessment of consumer progress.
- Work in conjunction with the medical nurse as required.
- Support the transitional Continuing Care Program

Counselling:

- Provide assessment, counselling, referral as well as AOD information and support to consumers and their families.
- Facilitate family support initiatives and family inclusive practice.
- Participate in shared case management and consultation with other service providers.
- Write reports as required on consumer participation and progress.

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, including the Department of Corrective Services (DCS) regarding consumer progress and participation.
- Attend interagency networking groups as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.
- Develop and participate in community-based initiatives or projects as directed

Community Initiatives

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

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 consumer related administration duties, such as updating ISU forms.
- 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.

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Selection Criteria:

Essential competencies and experience:

- Have a degree in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- 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 reliable vehicle

Desirable competencies and experience:

- Experience working in a similar role within a Therapeutic Community.
- A current First Aid Certificate.

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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