

JOB DESCRIPTION FORM – COUNSELLOR EDUCATOR, SARANNA WOMEN’S & CHILDREN PROGRAM

Position Title:	Counsellor Educator - Saranna Women’s Children Program (SWCP)		
Service Location:	Rick Hammersley Therapeutic Centre		
Program: (If applicable)	SWCP	Hours:	TBA
Reporting to:	Clinical Coordinator	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:			
The Counsellor Educator’s role within the Therapeutic Community is to provide professional and culturally secure counselling, education and support to residents and their families. They are required to work within the context of the therapeutic community, applying a high level of knowledge and skill to support the Community as Method model of treatment and support the residents to develop and maintain skills in the key areas of parenting, child-care as well as reducing the harm from the use of alcohol and other drugs.			
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:

- Facilitate a range of TC education groups including process groups, education groups, gender groups, and health & wellbeing groups.
- Assist residents to identify and address unhelpful attitudes, behaviours and beliefs using Community as Method interventions.
- Support and develop the processes of the Therapeutic Community including work therapy.

Supporting Women and children in the TC program

- Ensure that the living environment is maintained by the residents in a safe, responsible and socially acceptable manner ensuring the programme expectations and boundaries are adhered to.
- Coach and mentor women in parenting and independent living skills.
- Ensure that mothers care for their babies and children in a safe, protective and responsible manner. Maintain child protection as a high priority and report any concerns to the Line Manager immediately.
- Ensure that confidentiality and appropriate boundaries are kept with and between the residents.

Counselling:

- Provide assessment, counselling, referral as well as AOD information and support to residents as appropriate.
- Participate in ongoing review and assessment of consumer progress.
- 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), Mental Health Services and DOCS 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.

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Selection Criteria:

Essential competencies and experience:

- A degree in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- Personal skills and attributes suitable to working alongside women and their dependents, including mentoring skills.
- Understanding of advocacy for vulnerable women and families, including knowledge of child development.
- Sound skills in communicating with and responding to women and families and in maintaining boundaries and confidentiality.
- Demonstrated and well-developed counselling and group facilitation skills.
- Experience working within a multi-disciplinary team.
- Knowledge of alcohol and drug issues.
- Experience in working with consumers from diverse backgrounds and different cultural groups.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Experience in delivering education and training programs to human service providers and community groups.

Required Clearances:

- Full work rights.
- Current National Police Clearance and Working with Children's Check
- 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: _____