

JOB DESCRIPTION FORM – COUNSELLOR EDUCATOR

Position Title:	Counsellor Educator		
Service Location:	North Metro Community Alcohol and Drug Service		
Program: (If applicable)		Hours:	TBA
Reporting to:	Counselling 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 NMCADS Counsellor/Educator role will have a treatment and a prevention focus with the aim of reducing harm associated with alcohol or other drug use. The position will provide culturally secure counselling, education and support to consumers, families and the local 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 consumers, other service providers and community groups, where necessary.
- Contribution to targeted and evidence-based prevention strategies to reduce and prevent AOD related harms.

Counselling:

- Provide assessment, counselling, referral and support to all consumer groups as appropriate.
- Provide AOD information, psychoeducation, harm reduction and brief interventions to support consumers and their families as appropriate.
- Participate in shared case management and consultation with other service providers.
- Communicate as required with relevant service stakeholders 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, regarding consumer participation.
- Attend interagency networking groups as directed.
- Provide feedback to the court on client progress related to the Pre-sentence Opportunity Program (POP).
- Provision of advice and advocacy for appropriate policies, procedures and attitudes to reduce AOD related harm in the community. This includes regularly undertaking proactive and reactive media and public communication activities.

Community Initiatives

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

Administration and Reporting:

- Submit completion and non-completion reports to relevant referrers and service stakeholders within the required timeframes.
- Maintain consumer files, SIMS records, statistics, and other consumer related administration duties, as per Integrated Service policy and procedure.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF -	V1	HR	04.07.19	04.07.20	Page 2 of 3

Selection Criteria:

Essential competencies and experience:

- A degree in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- Well demonstrated and well-developed assessment and counselling skills.
- Demonstrated experience in working with consumers experiencing issues related to alcohol and other drug use.
- Well-developed self-management skills to cope with difficult cases and manage stress.
- Experience and ability to work effectively as part of a multi-disciplinary team.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Experience in delivering education and training programs to human service providers and community groups.

Desirable competencies and experience:

- Experience in family inclusive practice.

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: _____