

## JOB DESCRIPTION FORM

### ABORIGINAL OUTREACH COUNSELLOR

<b>Position Title:</b>	Aboriginal Outreach Counsellor		
<b>Service Location:</b>	Cyrenian Central		
<b>Program: (If applicable)</b>	Residential Pathways Program (RPP)	<b>Hours:</b>	76
<b>Reporting to:</b>	Cyrenian Central Manager	<b>Award Classification:</b>	Level 4-5 Cyrenian House EBA
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	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.		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
<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.</p> <p><b>We celebrate and promote this diversity as a strength of our organisation.</b></p>			
<b>This position:</b>			
<p>The Aboriginal Outreach Counsellor's role is to provide proficient, culturally secure counselling, assessment, case management and referral for Aboriginal consumers and their families seeking residential treatment in one of Cyrenian House's TC's. The Aboriginal Outreach Counsellor will provide additional support which may include informal counselling, familial relationship building, education and building connections with local Aboriginal elders and the wider Aboriginal community, utilizing elements of both site based and outreach approaches to maximise accessibility to the service.</p>			
<b>Duties and Responsibilities:</b>			

**General:**

- 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.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Counsellor Educator RPP	V4	HR	21.08.2020	21.08.2021	Page 2 of 5

#### **Assessment and Counselling:**

- Conduct assessment and case management of consumers seeking entry to a Cyrenian House TC, with a primary focus on the prioritisation on Aboriginal consumers.
- Carry out internal and external referrals, as appropriate, including alternative treatment options, where Cyrenian House residential treatment is not considered suitable to the consumers needs.
- Provide support and/or referral for clients and their families.
- Assist in the development of appropriate resources for consumers assessing a Cyrenian House residential treatment service, with a primary focus on Aboriginal consumers.
- Participate in ongoing review and assessment of consumer progress, providing additional support as required.
- Participate in shared case management and consultation with other service providers.
- Write reports as required on consumer participation and progress.

#### **Group Work Education and Training:**

- Design and deliver culturally appropriate educational group sessions as required in order to promote confidence and skills development to support lifestyle change and address cultural needs, offending and addiction behaviours.
- Promote the Cyrenian House information session for consumers considering residential treatment via the Cyrenian House website.
- Facilitate and promote the Smoking Cessation Group for all consumers entering a Cyrenian House residential treatment service.
- Develop and deliver education and training to consumers, other service providers and community groups, where necessary.
- Facilitate therapeutic and educative group sessions as directed, including support for clients wait-listed for entry to a Cyrenian House residential treatment service.
- Provide support and training to partner agencies conducting external assessments for Cyrenian House residential treatment services including those in regional services and hospital based.

#### **Teamwork and Agency Development:**

- Demonstrate an ability to develop and maintain a collaborative working relationship with team members and colleagues.
- Provide support to the wider team in understanding Aboriginal consumer needs and where appropriate, provide guidance on cultural considerations for consumers.
- Develop and maintain professional relationships with referring agencies.
- Maintain close liaison with other service providers, both internally and externally in order to provide effective case management
- Provide support to other service providers to manage consumers with alcohol and other drug problems through shared case management and consultation.
- Maintain an appropriate level of skills and knowledge of drug trends, through regular training and research.

#### **Representation and Stakeholder Engagement:**

- Develop relationships with Aboriginal and Torres Strait Islander communities.
- Develop and maintain a working knowledge of AOD and other relevant agencies/services.
- Actively liaise with relevant agencies and other service providers regarding consumer

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Counsellor Educator RPP	V4	HR	21.08.2020	21.08.2021	Page 3 of 5

progress and participation.

- Develop effective relationships with other Cyrenian House services as appropriate.

#### **Community Initiatives**

- Provide outreach assessment, counselling and support to consumers alongside other community service providers where appropriate.
- Develop and participate in community-based initiatives or projects as directed.

#### **Administration and Reporting:**

- Carry out administrative duties such as keeping concise, up to date case notes, records and statistics; administering and collecting client feedback and undertaking other duties as required.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.
- Update SIMS documentation and/or other related duties as required

#### **Selection Criteria:**

##### **Essential competencies and experience:**

- Aboriginal and/or Torres Strait Islander pursuant to Section 50D of the Equal Opportunity Act.
- Have a Certificate III in Community Services and AOD and / or experience in working with Indigenous people in an AOD service (minimum).
- Possess a sound knowledge of alcohol and other drug issues impacting on Aboriginal or Torres Strait Islander people.
- Well-developed communication and interpersonal skills both written and verbal.
- Take an active role in Continuous Quality Improvement.
- Demonstrated and well-developed interpersonal, verbal, and written communication.
- A current National Police Clearance, Drivers Licence. and 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: \_\_\_\_\_

Date: \_\_\_\_\_

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Counsellor Educator RPP	V4	HR	21.08.2020	21.08.2021	Page 5 of 5