

## JOB DESCRIPTION FORM

### COUNSELLOR EDUCATOR – ALLIED DRUG & ALCOHOL PROGRAM & TREATMENT

<b>Position Title:</b>	Counsellor Educator		
<b>Service Location:</b>	Cyrenian Central and Prison-based		
<b>Program: (If applicable)</b>	ADAPT	<b>Hours:</b>	Part-time
<b>Reporting to:</b>	Justice Services Clinical Coordinator	<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>		
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>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
The role of this position is to provide group and/or individual treatment to consumers involved in the criminal justice system to enable them to reduce the impact and harm of alcohol and other drug use on their lives and the lives of others.			
<b>Duties and Responsibilities:</b>			
<b>General:</b> <ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops.</li> <li>• Contribute to the development, implementation and evaluation of the service model.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• 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.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure Practice.</li> <li>• Other duties as required.</li> </ul>			

#### **Clinical Services:**

- Provide a range of counselling and clinical interventions for individuals, groups, couples and families affected by alcohol and/or other drug use.
- Make professional, clinical decisions in consultation with the Clinical Coordinator, Senior Counsellor 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.
- Manage allocated consumer caseload in accordance with Cyrenian House and Holyoake clinical guidelines.
- Ensure that clinical services delivered reflect good practice standards and is in line with the Cyrenian House and Holyoake policies and procedures.
- Contribute to the identification of consumer needs to inform service development opportunities.

#### **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 with consumers and community-based agencies.
- Provide reports to the Department of Justice and other relevant agencies as required.

#### **Human Resources, Occupational Safety and Health:**

- 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.
- 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 relevant employer's 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 utilised by Cyrenian House and Holyoake).

#### **Other Duties:**

- Maintain own professional development.
- Adhere to the relevant employer's policies, procedures and work instructions.
- Actively liaise with relevant agencies and other service providers, including the Department of Justice regarding consumer progress and participation.
- Other duties as directed.
- Contribute to the development of ADAPT services.

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### Selection Criteria:

#### Essential competencies and experience:

- A degree qualification in psychology, social work, counselling, or relevant experience in the alcohol and drug sector.
- Knowledge of alcohol and other drug issues.
- Understanding of comorbidity in relation to alcohol and drug issues
- Demonstrated assessment, case management and counselling skills.
- Good 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 / Department of Justice security clearances (employer initiated).
- 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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