

JOB DESCRIPTION FORM

COUNSELLOR / EDUCATOR

Position Title	Counsellor / Educator		
Service Location	Non-Residential Services		
Program (if applicable)		Hours	TBA
Reporting to	Manager, Cyrenian Central	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, Respect, Integrity, Resilience & 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 is to provide proficient, culturally secure counselling, assessment education and support to consumers and their families and the local community. The Counsellor Educator will possess a sound level of clinical knowledge and skills, together with well-established work practices that exercise initiative and sound judgment.			
Duties & Responsibilities			
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. Group Work, Education and Training: • Design and deliver educational group sessions as required in order to promote confidence and skills development to support lifestyle change and address offending, addiction behaviours. • Develop and deliver education and training to consumers, other service providers and community groups, where necessary. • Demonstrate an ability to develop and maintain a collaborative working relationship with team members and colleagues. • 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.			

Counselling:

- Provide assessment, counselling, referral as well as AOD information and support to all consumer groups 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) 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.

Administration and Reporting:

- Maintain consumer files, statistics, and other consumer related administration duties.
- 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:

- A degree in social, behavioural or health sciences or equivalent experience in the alcohol and drug sector.
- Demonstrated and well-developed assessment and counselling skills.
- Experience in presenting information groups.
- Working within a multi-disciplinary case management team.
- Knowledge of alcohol and other drug issues, drugs of concern and other medications.
- 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 other providers and community groups.
- Experience in working as part of a team.
- Full Work Rights, a current Police clearance and current First Aid Certificate.

Desirable competencies and experience:

- Sound knowledge of court procedures and community justice functions and ability to work with coerced consumers.

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate.
- Current driver's License and reliable vehicle.
- Full COVID Vaccination Certificate.

Please sign below to confirm you understand the requirements of your role and return a signed copy to the People & Culture Department.

Full Name		Date	
------------------	--	-------------	--

Signature