

JOB DESCRIPTION FORM

COUNSELLOR EDUCATOR, WANDOO REHABILITATION PRISON THERAPEUTIC COMMUNITY

Position Title	Counsellor Educator		
Service Location	Wandoo Rehabilitation Prison – Therapeutic Community (TC)		
Program (if applicable)	Wandoo TC	Hours	38 hours/week
Reporting to	Manager, Wandoo TC	Award Classification	Level 4-5 Cyrenian House EA
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			
With a strong focus on consumer engagement, the Counsellor / Educator will provide professional alcohol and other drug (AOD) counselling, group therapy, psychoeducation and support to residents in the Wandoo Rehabilitation Prison Therapeutic Community.			
Duties & 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 work health and safety (WHS) policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Alcohol and Other Drug and Human Services Standard (AODHSS). • Other duties as required. 			
Group Work, Education and Training:			
<ul style="list-style-type: none"> • Develop and deliver psychoeducation to residents. • Facilitate processing and other therapeutic groups. • Have a solid understanding of the “Community as Method” (CAM) Treatment Model. • Participate in organisational planning and team building workshops. 			
Counselling:			
<ul style="list-style-type: none"> • Provide counselling, therapeutic interventions, psychoeducation and support to residents in the TC. • Participate in shared case management and consultation with custodial staff. • Write reports regarding resident progress in the program. 			

Representation and Stakeholder Engagement:

- Support and encourage collegial working relationships with the key stakeholder at Wandoo. Respect and adhere to the requirements of Department of Justice (DOJ) when working in a prison.
- Maintain a working knowledge of AOD agencies and other relevant agencies/services.
- Develop effective relationships with other Cyrenian House services.

Administration and Reporting:

- Perform hand over, administrative and office management tasks as required.
- Update Pharos documentation and/or other related duties as required.
- Maintain consumer files, statistics, and other resident related administration duties.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.
- Maintain accurate clinical records including treatment plans, case notes and evaluations.
- Complete and submit Program Completion/Non-completion reports within expected timeframes.

Selection Criteria

Essential competencies and experience:

- Have a degree in social, behavioural or health sciences or equivalent experience in the alcohol and other drug sector.
- Demonstrated knowledge of "Community as a method Treatment Model".
- Well-developed counselling and group facilitation skills.
- Demonstrated understanding of working with consumers experiencing issues related to alcohol and other drug use, incarceration, family and domestic violence and mental health issues.
- Demonstrated and well developed interpersonal and verbal skills applied to working within and across teams.
- Excellent written communication skills, preferably with report writing experience.
- Adept in self-management including the competent use of software, such as Microsoft Office and learning specialised applications.

Desirable competencies and experience:

- Experience working in a Therapeutic Community
- Experience working in a prison environment.

Required Clearances:

- Full work rights
- Current National Police Clearance
- Current First Aid Certificate
- Current driver's License and reliable vehicle
- Successful Screening Clearances obtained from Department of Justice, which will be initiated by Cyrenian House for the preferred applicant.

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			