JOB DESCRIPTION FORM

COUNSELLOR EDUCATOR, THERAPEUTIC COMMUNITY

Position Title	Counsellor Educator, Therapeutic Community (TC)		
Service Location	• Munda Mia Therapeutic Community • Nannup Therapeutic Community • Rick Hammersley Centre Therapeutic Community • Serenity Lodge Therapeutic Community		
Program (if applicable)	Therapeutic Communities	**Hours**	TBA
Reporting to	Clinical Coordinator	**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

The Counsellor Educator's role within the Therapeutic Community is to provide professional alcohol and other drug (AOD) services to residents. They are required to work within the context of the therapeutic community, applying a high level of knowledge and skill to support family inclusive practice to individuals and the local community.

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 work health & 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 Human Services Standard (AODHSS).
- Other duties as required.

Group Work, Education and Training:

- Facilitate a range of TC groups including process groups, education groups, gender groups, and others.
- Assist residents to identify and address unhelpful attitudes, behaviours and beliefs using Community as Method interventions.
- Support and develop the processes of the Therapeutic Community including work therapy.
- Actively contribute to staff meetings, AOD training sessions and ongoing professional development.
- Participate in organisation planning and team building workshops.

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), Mental Health Services and Department of Communities (DOC) regarding consumer progress and participation.
- Attend interagency networking groups as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.
- Community Initiatives
- Develop and participate in community-based initiatives or projects as directed.

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 consumer related administration duties.
- Report statistical data and participate in research projects 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 counselling and group facilitation skills.
- Experience working within a multi-disciplinary team.
- Knowledge of alcohol and drug issues.
- 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 human service providers and community groups.

Desirable competencies and experience:

- TC experience

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current Working with Children's Check
- Current First Aid Certificate
- Current driver's License and reliable vehicle

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			