JOB DESCRIPTION FORM

COUNSELLOR EDUCATOR, CHMR

Position Title	Counsellor / Educator		
Service Location	Cyrenian House Milliya Rumurra (CHMR) AOD Treatment Service		
Program (if applicable)	CHMR	**Hours**	TBA
Reporting to	Service Manager CHMR	**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 will have both a treatment and prevention focus with the aim of reducing harm associated with alcohol or other drug use. The position will provide a professional AOD service to consumers, families, other service providers 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 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:

- Develop and deliver education and training to consumers, Cyrenian House staff, other service providers and community groups, where necessary.
- Actively contribute to staff meetings, AOD training sessions and ongoing professional development.
- Participate in agency 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 shared case management and consultation with Cyrenian House staff 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.
- Provide feedback to the court on client progress related to the Pre-sentence Opportunity Program (POP) and Indigenous Diversion Program (IDP).
- Participate in delivery of state-wide prevention or health promotion campaigns.

Community Initiatives:

- Provide support to Local Drug Action Groups and other community groups, where required.
- Develop and participate in community based initiatives or projects.
- Facilitate community consultations as directed by manager

Administration and Reporting:

- Perform administrative and office management procedures as required.
- Update PHAROS documentation and/or other related duties as required.
- Maintain consumer files, statistics, and other consumer related administration duties, such as updating ISU forms.
- Report statistical data and participate in research projects as required.
- Undertake other administrative and office management tasks as required.

Other duties:

- Travelling with staff of partner agencies may necessitate sharing of driving or vehicle maintenance duties.

Selection Criteria

Essential competencies and experience:

- A degree in social, behavioural or health sciences and or relative experience in the alcohol and other drug sector.
- Demonstrated and well developed leadership skills with the ability to work in a multidisciplinary team.
- Experience in working with Aboriginal peoples in Aboriginal Communities.
- Good verbal and written communication skills.
- Good organisational and time management skills.
- The ability to work autonomously within their role, whilst still delivering a professional service.
- Ability to adapt to varying working environments in the delivery of outreach services.
- An active role in Continuous Quality Improvement.

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 the requirements of your role and return a signed copy to the People & Culture Department.

Full Name		**Date**	
Signature			