JOB DESCRIPTION FORM
COUNSELLOR EDUCATOR – PARENTING & FAMILY FOCUS, MMTC

Position Title	Counsellor Educator, Parenting & Family Focus		
Service Location	Munda Mia Therapeutic Community (MMTC)		
Program (if applicable)	MMTC	**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	**Empower, Hope, Respect, Integrity and Resilience**		

Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexuality, 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 (TC) is to provide professional alcohol and other drug (AOD) services to residents. They are required to work within the context of the TC, applying a high level of knowledge and skill to support individuals and their children. This role also has a focus on providing Family & Parenting support, particularly to consumers who have their children with them in the program. This can include offering guidance and strategies and to provide therapeutic support to children as needed.

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 the 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 & Other Drug & Human Services Standard (AODHSS).
- Other duties as required.

Group Work, Education and Training:

- Facilitate a range of TC groups including inter-personal process groups, education groups, and others.
- Assist residents to identify and address unhelpful attitudes, behaviours and beliefs using the Community as Method (CAM) methodology and interventions.
- Support and develop the processes of the TC including work therapy.
- Actively contribute to staff meetings, AOD training sessions and ongoing professional development.
- Participate in organisation planning and team building workshops.
- Develop program material and content required.

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 case notes and reports as required on consumer participation and progress.

Parenting & Family Focus:

- Support mothers in the program with practical guidance and strategies that may include developing life skills, behavioural interventions, and parenting skills.
- Provide case management to children which can include treatment planning, referrals, ongoing assessment, and review.
- Develop and deliver program elements that support mothers and children in the program.
- Network and liaise with parenting and child support agencies and services.

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 Justice (DoJ), Mental Health Services and Child Protective Services (CPS) regarding consumer progress and participation.
- Attend interagency networking groups as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.
- Support in the driving of residents to appointments, meeting, or other requirements

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, including incident reporting.
- 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 similar field.
- Demonstrated and well-developed counselling and group facilitation skills.
- Experience working within a multi-disciplinary team.
- Knowledge and expertise in working with women, particularly the impacts of family and domestic violence (FDV) and the correlation with AOD issues.
- Knowledge and experience in working with children and in parenting skills.
- Knowledge of working with children and young people.
- Experience in working with consumers from diverse backgrounds and different cultural groups.
- Demonstrated and well developed interpersonal, verbal, and written communication.

Desirable competencies and experience:

- TC experience and knowledge of CAM.
- Experience facilitating Circle of Security, Triple P Parenting groups or similar.

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate.
- Current Working with Children Check
- Current Driver's Licence 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			