

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	AOD Counsellor
<b>LOCATION</b>	Karralika Programs Therapeutic Community
<b>AGREEMENT/AWARD</b>	Karralika Programs Single Enterprise Agreement 2010-2013
<b>CLASSIFICATION</b>	Psychologist/Social Worker/Counsellor
<b>CONTRACTED HOURS</b>	76 hours / fortnight
<b>RESPONSIBLE TO</b>	Program Manager

### Organisational context

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Our organisation has a justifiable reputation for the delivery of high quality, client-centred and responsive alcohol and other drug treatment support services through a mix of residential programs, educational programs and community based services.

Our vision is to empowering change and create new futures for optimal quality of life.

Our mission is to provide specialist end-to-end drug and alcohol services to support the needs of individuals, families and communities.

Our approach to recovery is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride.

We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations. We actively empower and enable individuals to advise, co-design and refine services, programs and operations so their fullest potential might be realised.

We value trust and integrity, respect and dignity, quality and accountability, agility and responsiveness, leadership and courage, collaboration and support.



### Role description

This counselling position works within a multidisciplinary team and involves direct contact with people and their loved ones experiencing, or recovering from, problematic alcohol and other drug use. The position will provide individual, group or family brief interventions, counselling and educational interventions, resulting in high quality and clinically effective treatments. All staff work within a harm minimisation framework to support people with alcohol and drug issues. This counsellor supports the intake and assessment function and works with people with complicating psychosocial issues with an emphasis on supporting people entering or exiting residential treatment.

### Functional responsibilities

Strategic Leadership and Management	<ul style="list-style-type: none"> <li>• Understand and promote the vision and mission of Karralika Programs and represent the organisation effectively through various forums and activities;</li> <li>• Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster evidence-based clinical best practice;</li> <li>• Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability,</li> <li>• Work to the values of Karralika Programs; and</li> <li>• Support or lead change across the organisation.</li> </ul>
Service Delivery and Program Management	<ul style="list-style-type: none"> <li>• Provide recovery-focused AOD interventions that supports harm minimisation,</li> <li>• Investigate and promote contemporary best practice approaches including national and international developments in AOD interventions;</li> <li>• Provide evidence-based therapeutic brief or counselling interventions to individuals and/or family members;</li> <li>• Provide support and assistance to Karralika Programs' community team especially where client complexity is identified;</li> <li>• Ensure all appropriate assessment procedures, therapeutic planning processes and outcome measurements are undertaken;</li> <li>• Provide clients and their families/support people with support, practical advice, education and information;</li> <li>• Undertake or participate in assessments and liaise with other internal or external professionals to complete assessments or make referrals;</li> <li>• Identify requirements with clients and development treatment/recovery plans.</li> <li>• Perform data analysis for input into reports;</li> <li>• Understand, respond and resolve enquiries;</li> <li>• Advise clients in relation to their rights and obligations;</li> <li>• Develop and provide service promotion presentations to support sector engagement;</li> <li>• Complete necessary data collection, case notes and reporting;</li> <li>• Assist with data gathering activities to obtain feedback;</li> <li>• Record and pass on feedback to relevant channels;</li> <li>• Draft correspondence using agreed formats and structured guidelines;</li> <li>• Liaise and communicate productively with a wide variety of people from all levels of services delivery across the allied health sector.</li> </ul>

<p>Technical/Clinical Practice &amp; Governance</p>	<ul style="list-style-type: none"> <li>• Support the development and implementation of clinical policy and procedures in line with evidence-based practice;</li> <li>• Participate in, or lead, Counselling Community of Practice and other professional development activities;</li> <li>• Contribute to the discussions regarding service development, implementation and evaluation of service model;</li> <li>• Liaise with internal and external professionals to support clinical practices;</li> <li>• Support counselling staff and provide expert advice on clients with complex needs</li> <li>• Prepare case notes, reports and treatment plans for clients as required;</li> <li>• Assist in the maintenance of client records to meet privacy, confidentiality and security standards, client file audits and transfer of files;</li> <li>• Maintain statistical records within the organisation;</li> <li>• Provide input into research/funder reports;</li> <li>• Undertake activities to develop knowledge and expertise in relation to professional and clinical skills; and</li> <li>• Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements.</li> <li>• Maintain unconditional registration with professional body (AHPRA, ACA, PACFA, AASW).</li> </ul>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> <li>• Participate in professional/clinical supervision including peer and supervisor review of professional practice where required;</li> <li>• Complete HR forms/reports;</li> <li>• Assist in and support staffing processes;</li> <li>• Participate in orientation of new staff;</li> <li>• Contribute to the delivery of training programs including staff orientation and supervision of students; and</li> <li>• Undertake activities to develop knowledge and expertise in relation to professional skills.</li> </ul>
<p>Corporate Governance and Compliance</p>	<ul style="list-style-type: none"> <li>• Promote contemporary best practice approaches including national and international trends in addiction treatment models and primary health care practice;</li> <li>• Comply with and monitor adherence with Karralika Programs Policies, procedures, code of conduct, Work Health and Safety policy, and Privacy Policy;</li> <li>• Under direction conduct and report on quality audits; and</li> <li>• Participate in activities supporting continuous quality improvement.</li> </ul>

<p>Qualifications, certifications and/or security clearance</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full and unconditional professional registration with AHPRA, Australian Association of Social Workers, Australian Counselling Association or the Psychotherapy and Counselling Federation of Australia.</li> <li>• AOD specific training with experience in the AOD sector;</li> <li>• Working with Vulnerable People Clearance; and</li> <li>• Driver’s License</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in working with families in an AOD context</li> </ul>
<p>Core technical skills and knowledge required for role</p>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Comprehensive assessment and screening skills and experience</li> <li>• Experience working within best practice counselling therapeutic frameworks – e.g. CBT, MI, ACT.</li> <li>• Evidence of Trauma -Informed practice</li> <li>• Ability to write comprehensive case notes, treatment plans and reports, where required.</li> <li>• Empathy, compassion and non-judgmental approach</li> <li>• Professionalism and professional boundaries</li> <li>• Computer literacy and use of technologies.</li> <li>• Group work (eg/ SMART or other)</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Best practice alcohol and drug treatment for adults, families and children</li> <li>• ASSIST and brief interventions</li> <li>• Counselling frameworks</li> <li>• Knowledge of Mental Health &amp; AOD sector</li> <li>• Knowledge of Addiction</li> <li>• Knowledge of Karralika Programs Clinical Policies and Procedures</li> <li>• Consumer Engagement</li> </ul>
<p>Core non-technical skills and knowledge required for role</p>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Initiative and leadership</li> <li>• Presentation &amp; Facilitation</li> <li>• Managing resources</li> <li>• Data collection and reporting</li> <li>• Working as an individual</li> <li>• Conflict Resolution</li> <li>• Assertiveness</li> <li>• Written and Oral Communication</li> <li>• Problem Solving</li> <li>• Critical Thinking</li> <li>• Computer and Database</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Human Resource Management principles</li> <li>• Financial Reporting</li> <li>• Karralika Programs Governance Framework Policies and Procedures</li> <li>• WHS legislative and policy obligations and requirements</li> </ul>

Individual Work Plan

Each staff member will have in place, in addition to the above responsibilities, an Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Annual performance appraisals will be undertaken in June/July each year and a new plan put in place.