

## Position Description

<b>POSITION TITLE</b>	<b>AOD COUNSELLOR</b>
<b>LOCATION</b>	Wagga Wagga, NSW
<b>AGREEMENT/AWARD</b>	Karralika Programs Single Enterprise Agreement 2010-2013
<b>CLASSIFICATION</b>	Pay Point 3.3 to 3.7
<b>CONTRACTED HOURS &amp; TERM</b>	Part-time
<b>RESPONSIBLE TO</b>	Program Manager
<b>RESPONSIBLE FOR</b>	No line management responsibilities

### 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.

Karralika 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 “People living better lives”.

Our mission is to “deliver excellent services, valued by our clients” across the spectrum of drug and alcohol treatment, supporting 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 are committed to providing an inclusive, safe and engaging workplace for our staff, students, volunteers and people accessing our services. We respect people’s identity, and actively promote connection to community, history and sense of self.

We actively empower and enable individuals to advise, co-design and refine services, programs and operations so their fullest potential might be realised. 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 value trust and integrity, respect and dignity, quality and accountability, agility and responsiveness, leadership and courage, collaboration and support.





**POSITION PURPOSE**

The counsellor works within a small multidisciplinary staff team and provides support to the Day Program participants and the team. The Day Program provides an evidence-based, relapse prevention group program to people in Canberra and the surrounding areas.

The counsellor role is dedicated to the Day Program and works within the larger Community Services multidisciplinary team. It is expected that this role works to Karralika Programs organisational values, Policies and Code of Conduct and Ethics.

The counsellor will provide evidence-based counselling interventions to individuals and their family members and facilitate and co-facilitate the Day Program with the Lived Experience Mentor. The Day Program is a structured, psycho-educational relapse prevention and recovery promotion group program that is supported by individual counselling and family groups and support sessions. These roles work closely with other counsellors and other multidisciplinary team members, supporting the smooth running of the Day Program.

**FUNCTIONAL RESPONSIBILITIES**

KEY AREA	RESPONSIBILITY
<b>Strategic Leadership and Management</b>	<ul style="list-style-type: none"><li>• Understands and promotes the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities;</li><li>• Contributes to the strategic directions and broader organisational policies and objectives of Karralika Programs Inc via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster evidence-based clinical best practice; and</li><li>• Supports the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability.</li></ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"><li>• Effectively works within a multidisciplinary team and with other programs areas at Karralika Programs;</li><li>• Promotes and demonstrates organisational culture and values with colleagues, clients and community members in contact with Karralika Programs;</li><li>• Provides recovery-focused AOD interventions to the eligible cohort that supports harm minimisation;</li><li>• Provides evidence-based holistic assessment, therapeutic brief or counselling interventions to individuals and/or family members;</li><li>• Facilitates and co-facilitates the Day Program groups, with other key staff;</li><li>• Demonstrates a sound knowledge of alcohol and other drug issues, the effects and associated issues for a variety of people affected by substance use;</li><li>• Provides assessment, identifying individual risks and establish a safety plan with the person and/or family;</li><li>• Co-ordinates care for clients and/or participate/facilitate case conferences where indicated;</li><li>• Provides clinical support to staff working with the Day Program;</li></ul>



	<ul style="list-style-type: none"><li>• Provides support and assistance to Karralika Programs' counselling team especially where client complexity is identified;</li><li>• Ensures all appropriate assessment procedures, therapeutic planning processes and outcome measurements are undertaken;</li><li>• Provides clients and their families/support people with support, practical advice, education and information;</li><li>• Assesses and identifies holistic needs of clients and develops treatment/recovery plans;</li><li>• Role models positive health and wellbeing behaviours and practices;</li><li>• Demonstrates a commitment to reconciliation and inclusion of people with a variety of backgrounds, cultures, identity and beliefs;</li><li>• Ensures all appropriate assessment procedures, therapeutic planning processes and outcome measurements are undertaken;</li><li>• Completes necessary data collection, case notes and reporting;</li><li>• Assists with data gathering activities to obtain feedback;</li><li>• Liaises and communicates effectively with a wide variety of people from all levels of services delivery across the health sector; and</li><li>• Promotes a client and service-focused culture that is non-judgemental, safe and inclusive of people from all backgrounds, lived, and living experience.</li></ul>
<b>Technical/Clinical Practice</b>	<ul style="list-style-type: none"><li>• Demonstrates a working knowledge of alcohol and drug counselling assessments and interventions;</li><li>• Facilitates/co-facilitates the Day Program groups to participants and their family members;</li><li>• Supports the development and implementation of clinical policy and procedures in line with evidence-based practice;</li><li>• Participates in Counselling Community of Practice, clinical supervision and other relevant professional development activities;</li><li>• Contributes to the discussions regarding service development, implementation and evaluation of service model;</li><li>• Complies with legal requirements and reporting to appropriate bodies (for example - Parole, Corrections, Child Protection, Court);</li><li>• Liaises with internal and external professionals to support clinical practices;</li><li>• Supports day program staff and multidisciplinary teams to provide high quality care;</li><li>• Writes high quality case notes, reports and treatment plans for clients as required;</li><li>• Maintains client records to meet privacy, confidentiality and security standards, client file audits and transfer of files;</li><li>• Maintains statistical records within the organisation;</li><li>• Provides input into research/funder reports;</li><li>• Works in other programs areas across Karralika Programs as requested, within the work role; and</li><li>• Represents Karralika Programs in a range of forums and continue to build positive reputation for Karralika Programs;</li></ul>
<b>Human Resource Management</b>	<ul style="list-style-type: none"><li>• Participates in professional/clinical supervision including peer and supervisor review of professional practice where required;</li></ul>



	<ul style="list-style-type: none"><li>• Completes HR forms/reports;</li><li>• Assists in and support staffing processes;</li><li>• Participates in orientation of new staff;</li><li>• Contributes to the delivery of training programs including staff orientation and supervision of students;</li><li>• Undertakes activities to develop knowledge and expertise in relation to professional and clinical skills;</li><li>• Explores and promotes contemporary best practice approaches including national and international developments in AOD interventions;</li><li>• Maintains professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements; and</li><li>• Maintains unconditional registration with professional body (AHPRA, ACA, PACFA).</li></ul>
<b>Corporate Governance and Compliance</b>	<ul style="list-style-type: none"><li>• Promotes contemporary best practice approaches including national and international trends in addiction treatment models and primary health care practice;</li><li>• Complies with and monitor adherence with Karralika Programs Policies, procedures, code of conduct, Work Health and Safety policy, and Privacy Policy;</li><li>• Under direction conducts and reports on quality audits; and</li><li>• Participates in activities supporting continuous quality improvement.</li></ul>
<b>QUALIFICATIONS, SKILLS AND EXPERIENCE</b>	
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Full and unconditional professional registration with AHPRA, Australian Counselling Association, Psychotherapy and Counselling Federation of Australia or endorsed Mental Health worker with Australia Association of Social Work.</li><li>• Diploma in Counselling or Bachelor degree + Counselling qualifications/experience.</li><li>• Working with Children check; and</li><li>• Driver's Licence</li></ul> <p><b>Desirable</b></p> <p>Experience in working with families in an AOD context.</p>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Counselling experience working with people who have substance use issues;</li><li>• Demonstrated individual counselling experience and group facilitation skills;</li><li>• Experience managing stakeholders and developing networks;</li><li>• Experience developing and implementing activities including community-based activities;</li><li>• Experience working within AOD or another relevant sector.</li></ul>



<b>Technical Skills</b>	<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 facilitation skills</li></ul>
<b>Technical Knowledge</b>	<ul style="list-style-type: none"><li>• Previous experience working with people and families with substance use issues.</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>
<b>Non-Technical Skills/Knowledge</b>	<p>Skills:</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>• Excellent written and Oral Communication</li><li>• Problem Solving</li><li>• Critical Thinking</li><li>• Computer and Database</li></ul> <p>Knowledge:</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>
<b>INDIVIDUAL WORKPLAN</b>	
<p>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. Individual Work Plans are reviewed annually.</p>	