

## POSITION DESCRIPTION

| AOD COUNSELLOR, RESIDENTIAL PROGRAMS |  |
|--------------------------------------|--|
| <b>LOCATION</b>                      | Canberra, ACT  |
| <b>AGREEMENT/AWARD</b>               | Karralika Programs Single Enterprise Agreement 2010-2013 |
| <b>CLASSIFICATION</b>                | Pay Point 3.3 to 3.7                                     |
| <b>CONTRACTED HOURS</b>              | Full-time, 76 hours per fortnight (1.0 FTE)              |
| <b>RESPONSIBLE TO</b>                | Residential Programs 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.

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 “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 and healing 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

This position works directly with clients and their loved ones experiencing or recovering from problematic alcohol and other drug (AOD) use and other complexities.

The counsellor works across both the adult and family therapeutic communities (residential rehabilitation programs). Working within a multidisciplinary team, the counsellor provides individual brief interventions and counselling, facilitates and co-facilitates groups, and provides interventions to couples and families, depending on qualifications and experience. The counsellor works with other staff and treatment providers to support holistic care and contributes to coordinated care planning and clinical reviews. The counsellor provides clinical direction and support to other staff members and will supervise counselling and similar students.

All counsellors employed at Karralika Programs are required to have and maintain unconditional accreditation with AHPRA, PACFA, ACA or AASW (Mental Health practitioner), and their Working with Vulnerable People card.

## FUNCTIONAL RESPONSIBILITIES

| KEY AREA                                   | RESPONSIBILITY   |
|--|--|
| <b>Strategic Leadership and Management</b> | <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</li> <li>• Support or lead change across the organisation</li> </ul>  |
| <b>Service Delivery</b>                    | <ul style="list-style-type: none"> <li>• Provide recovery focused AOD interventions that support harm minimisation</li> <li>• Provide evidence-based therapeutic brief or counselling interventions to individuals and/or family members</li> <li>• Develop, facilitate and co-facilitate groups within the Therapeutic Community</li> <li>• Comply with legal requirements and reporting to appropriate bodies (for example – CYPS, Corrections and other relevant agencies)</li> <li>• Provide evidence-based counselling assessment and interventions, underpinned by an evidence-based alcohol and drug counselling framework</li> <li>• Provide support and assistance to Karralika Programs' counselling 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 or their support people with support, practical advice, education and information</li> <li>• Assess and identify requirements with clients and develop comprehensive counselling plans</li> </ul> |

|                                    |   |
|------------------------------------|---|
|                                    | <ul style="list-style-type: none"> <li>• Investigate and promote contemporary best practice approaches including national and international developments in AOD interventions</li> <li>• Perform data analysis for input into reports</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>• Liaise and communicate productively with a wide variety of people from all levels of service delivery across the allied health sector</li> </ul>   |
| <b>Technical/Clinical Practice</b> | <ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of alcohol and drug counselling assessment and interventions</li> <li>• Demonstrate a working knowledge of assessment and interventions that address trauma, attachment issues, mental health and criminogenic behaviours</li> <li>• Demonstrated ability to facilitate and co-facilitate a range of psycho-educational and psycho-dynamic groups</li> <li>• Support the development and implementation of clinical policy and procedures in line with evidence-based practice</li> <li>• Participate in Counselling Community of Practice, clinical supervision, clinical reviews and other relevant professional development activities</li> <li>• Contribute to the discussions regarding service development, implementation and evaluation of service models</li> <li>• Liaise with internal and external professionals to support clinical practices</li> <li>• Support counselling staff and multidisciplinary teams to provide high quality care</li> <li>• Write high quality case notes, reports and counselling plans for clients as required</li> <li>• Maintain 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</li> <li>• Maintain professional knowledge and continue to develop knowledge and expertise in relation to professional skills and professional regulatory requirements</li> </ul> |
| <b>Human Resource Management</b>   | <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</li> <li>• Undertake activities to develop knowledge and expertise in relation to professional skills</li> </ul>  |

|  |   |
|--|---|
| <b>Corporate Governance and Compliance</b> | <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's policies, procedures, Code of Conduct and Ethics, work health and safety, and privacy policies</li> <li>• Under direction conduct and report on quality audits</li> <li>• Participate in activities that support continuous quality improvement</li> </ul>  |
| <b>SELECTION CRITERIA</b>                  |   |
| <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>• Unconditional professional registration with one of the following professional bodies, which is to be maintained: <ul style="list-style-type: none"> <li>○ AHPRA</li> <li>○ Australian Counselling Association</li> <li>○ Psychotherapy and Counselling Federation of Australia</li> <li>○ Australian Association of Social Workers (Mental Health Practice/Psychology)</li> </ul> </li> <li>• Current Driver's License</li> <li>• Current National Police Check</li> <li>• Current Working with Vulnerable People Card (WWVP)</li> </ul>  |
| <b>Experience</b>                          | <ul style="list-style-type: none"> <li>• A high degree of clinical experience and demonstrated competence in application of theory and practice techniques in counselling with individuals, families, couples, and children.</li> <li>• Highly developed knowledge and experience in working with practice models of contemporary counselling approaches in the AOD sector.</li> <li>• Understanding of the principles of harm minimisation and approaches to the treatment of AOD substance use including relapse prevention.</li> <li>• Understanding of the developmental needs of children and the ability to work with them in the context of family and social attachments.</li> <li>• Highly developed communication skills (written and oral) to manage internal and external stakeholders.</li> <li>• Experience developing and implementing activities including community-based activities.</li> </ul> |
| <b>Technical Skills</b>                    | <ul style="list-style-type: none"> <li>• Demonstrable verbal and written communication skills</li> <li>• Demonstrable skill and understanding of working independently and showing initiative while operating within structures and guidelines</li> <li>• Computer literacy including understanding of Microsoft Office, videoconferencing and use of Client Management Systems (CMS's)</li> </ul>  |
| <b>Technical Knowledge</b>                 | <ul style="list-style-type: none"> <li>• Understanding of community development, health promotion and AOD harm reduction principles and strategies</li> <li>• Understanding of the principles of evidence-based practice</li> <li>• Familiarity with the National Drug Strategy harm minimisation approaches (harm, supply, and demand reduction)</li> </ul>  |
| <b>Non-Technical Knowledge</b>             | <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Working independently</li> <li>• Conflict Resolution</li> <li>• Assertiveness</li> <li>• Written and Oral Communication</li> <li>• Problem Solving</li> <li>• Critical Thinking</li> </ul>   |

|  |  |
|--|--|
| <p><b>Personal Attributes</b></p>  | <p><b>Integrity</b> – fulfilling duties and responsibilities, acting ethically and with integrity in all dealings and interactions.</p> <p><b>Collaborative, curious and courageous</b> – must be able to function as an effective team member and have the curiosity to ask questions and the courage to persist in robust discussion with management where necessary.</p> <p><b>Emotional intelligence</b> – as well as self-awareness and self-management, the ability to demonstrate empathy manifested through strong interpersonal skills. Must be able to work well in a group, listen well, be tactful and diplomatic yet able to communicate a cogent and candid viewpoint.</p> <p><b>Respectful</b> – relationships are non-judgmental, respectful, and positive. Strong value placed in diversity – cultural, religious, gender, disability and in life experience, in those we support and work alongside.</p> |
| <p><b>INDIVIDUAL WORK PLAN</b></p>   |  |
| <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. Biannual performance appraisals will be undertaken in each year.</p> |  |