



Position Description

POSITION INFORMATION	
Position Title	Alcohol and Other Drugs Counsellor (AOD)
Position Term:	Ongoing
Hours:	Part Time - 0.8 EFT (4 days per week)
Award:	SACS award, level dependant on qualification and experience
Location:	Inspiro operates from 2 sites, Lilydale and Belgrave. This position will be based at Lilydale with some work from Belgrave.
Reports To:	General Manager- Mental Health and AOD; Lead AOD
Date:	September 2024

ABOUT INSPIRO

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

Our Vision:

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

Our Values:

Friendly: we offer a welcoming and accessible place where people are treated with respect and dignity.

Client centred: We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

Local: we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

POSITION SUMMARY

The key function of the AOD Counsellor position is to provide counselling and support to people with alcohol and other drug problems on their pathway to recovery.

Aligning to the Victorian AOD service standards guidelines the position will provide assessment, brief intervention, counselling, and referral within a family inclusive framework. The incumbent will be required to work collaboratively with other health and wellbeing service providers, both internally and externally, to enhance outcomes for clients and their families in line with their choices.

The position will provide evidence based, high quality, safe, client centred care that meets current professional best practice standards.

POSITION RESPONSIBILITIES

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To enable this, the role will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary health services.

Clinical Service Delivery

- Provide high quality engagement, treatment and support services to individuals and their families, using best practice principles.
- Develop individual treatment plans and provide effective and high-quality counselling interventions.
- Using a harm reduction approach provide information and education to clients to help reduce the harms associated with substance use on themselves and those around them.
- Provide flexible Care and Recovery service coordination and support to clients and family members.
- Provide assertive referrals e.g. financial counselling/literacy, allied health and self-help groups to support client recovery where needed.
- Provide and facilitate a range of support programs for clients, families and carers, in individual and group format
- Consider the needs of and identify any risks to vulnerable children, working with families to develop safety plans and facilitate referrals where needed to promote child safety and wellbeing
- Work with clients and their families to develop realistic goals that align to their individual preferences, including consideration of supports that may be needed post discharge
- Provide secondary consultation to other health professionals including the provision of offsite assessments, where needed to facilitate clients' access to AOD treatment.
- Provide best practice services to both voluntary and forensic client groups.

Teamwork, Quality Improvement and Professional Development

- Participate in team and service planning, health promotion activities, policy development and other project activities as required.
- Participate in Inspiro's continual quality improvement program including the development of new practice models and community development approaches.
- Be committed to ongoing professional development and undertake annual mandatory training.
- Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro's commitment to cultural diversity and inclusiveness
- Ensure Inspiro's services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities
- Support Inspiro's staff values – Recognition, Integrity, Respect, Openness, Collaboration and Empowerment.

Workplace culture

- Actively contribute to a work culture based on curiosity and accountability
 - that encourages open and effective communication and a positive response to new ideas.
 - in which feedback is seen as a strategy to enhance goals, awareness and learning and is a positive experience for those involved
 - that is ready to seize opportunities as they arise and to act to achieve results.
 - that keeps the client at the centre of everything we do
 - that is responsive to service demand and is accountable
 - that has a zero-tolerance approach towards disrespectful and discriminatory behaviour
 - that takes a trauma informed care approach to the way we deliver services and interact with one another.

TRAUMA INFORMED CARE

- Take a trauma informed care approach in relation to interactions with clients, staff, and others.

HEALTH AND SAFETY

- Take reasonable care to ensure no risk or harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.
- Comply with best practice infection control guidelines and actively participate in education related to emergency procedures and in some circumstances, first aid courses.

PERFORMANCE OBJECTIVES AND INDICATORS

Performance Targets

- Based on DTAU funding requirements

Practice Framework

- Compliance with Inspiro's model of care
- Compliance with APHRA, credentialing and accreditation requirements
- Compliance with Inspiro policy and procedures
- Compliance with documentation and data reporting requirements
- Compliance with file audits and peer review

Quality Improvement and Evaluation

- Evidence of participation in quality improvement activities
- Evidence of participation in professional development activities relevant to the position
- Review programs and groups annually
- Completion of mandatory training.

Performance objectives and indicators will be discussed with your manager and a work plan developed.

Qualifications, knowledge and experience

- Diploma of AOD preferred, but minimum requirement is Certificate IV in AOD
- Minimum of three years' experience in the provision of counselling services with AOD clients with complex needs, including clients within the criminal justice system.
- Demonstrated understanding of current Australian alcohol and drug treatment philosophy of "harm minimisation" essential.
- Demonstrated ability to formulate treatment plans and implement interventions with clients /families, addressing their range of alcohol and/or other drug use issues, including clients with complex psychosocial needs.
- Well-developed verbal and written communication and conflict resolution skills.
- Capacity to develop collaborative and productive working relationships with internal and external service providers and stakeholders.
- Capacity to maintain up to date file records and data collection processes as required.
- Current Victorian Driver's Licence preferred.

Relevant Checks in place:

- Working with Children's Check valid for employment purposes.
- Employment is subject to a Police check. Persons who have worked overseas may be required to obtain an international police check.
- Must be fully vaccinated against COVID-19 and able to provide evidence of COVID-19 vaccination status.