



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Drug & Alcohol Counsellor
Reports To:	Programs Manager
Employment:	As per employment contract
Award :	Health professionals and support services award
Salary:	As per employment contract

<i>Position Approval</i> Updated: 29/01/2021 Last updated: 06/07/2015	Approved: David Noonan Date: 29/01/2021
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The Counsellor will be directly responsible for:

- Provision of counselling and support to clients with drug and alcohol issues.
- Promoting a client focused approach to engaging with clients affected by alcohol and other drug use issues.
- Empowering clients by ensuring that alcohol and other drugs programs and services are delivered from a holistic perspective, within the principles and goals of primary health care.
- Working towards reducing the level of alcohol, tobacco and other drug usage in the local Aboriginal community utilising a dual diagnosis approach
- Encouraging the local Aboriginal community to take responsibility for their own health, the health of their families and the health of the broader Aboriginal community.

RELATIONSHIPS

Supervision

The position reports directly to the Programs Manager.

Internal

The Counsellor will work collaboratively with all other team members of AWAHS.

External

The Drug & Alcohol Counsellor will work proactively with other relevant mainstream service providers and will engage with other Aboriginal organisations, government bodies and key stakeholders

DUTIES OF THE POSITION

Drug and Alcohol Counselling

- Provide client and family consultation, assessment, support, referral and follow up for clients with alcohol and other drug issues.
- Participate in team care planning for SEWB clients.
- Provide outreach support.
- Work in partnership with clients in the provision of recovery focused interventions and the development of goals identified in an agreed plan.
- Facilitate and participate in community screening activities.
- Actively promote and provide a holistic approach to care which focuses on the needs of the client and their families.
- Ensure access to mainstream and specialist services for Aboriginal people.
- Work with service providers from other agencies to add to the flexible service response needed to work with the Aboriginal people.
- Participate in the planning, implementation, and provision of group options.
- Provide discipline-specific input to the team's work and to other programs within the Service.
- Liaise with a range of clinical, community groups and agencies with a view to improving the provision and co-ordination of a broad range of services to the target group.
- Provide detailed examination, risk assessment of clients.

Community Development/ Health Promotion

- Participate in the development of community work projects and programs designed to enhance the community's ability to respond to the needs of Aboriginal people.
- Deliver alcohol and other drug education to clients
- Distribute health promotion brochures, develop, organise and run health promotion programs.
- Provide community drug & alcohol education, awareness and prevention programs
- Work collaboratively with other service providers to develop and implement cultural understanding.
- Additional duties as directed by the Programs manager.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.

- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Degree qualifications or higher in social work or other health related field
- Extensive relevant experience in dealing with Aboriginal people and their families who have alcohol and other drug issues.
- Understanding of the current health issues relevant to Aboriginal & Torres Strait Islander communities
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner.
- Demonstrated high level of written, verbal and interpersonal communication skills
- Advanced computer literacy
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date