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| **Position Title & Level/Grade:** | Specialist AOD Counsellor  SFC rates Level 1 or Level 2 depending on experience | **Department:** | Youth, Mental Health, Homelessness, Family Support & Comorbidity |
| **Reports to:** | AOD Programs Manager | **Supervises:** | Nil |
| **Internal Liaisons:** | The Specialist AOD Counsellor will report to the AOD Programs Manager and sit within the Youth, Mental Health, Homelessness, Family Support & Comorbidity Portfolio. | **External Liaisons:** | CHN (funding body), and other key stakeholders and relevant agencies including ACT Mental Health and ATOD services. |

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| **Position Objective** | Specialist AOD Counsellors will operate within a therapeutic framework, providing assertive outreach and counselling to individuals over 13 years of age to support reduction or cessation of alcohol and /or other drug use and associated harms. Through this framework, the service will provide individuals with necessary psychological and physical resources to change their drug and alcohol behaviours including components of motivational interviewing, CBT and relapse prevention.  Counsellors will work from a person-centred framework, utilising evidence-based approaches to assist the clients to address and reduce their substance use. |
| **Key Responsibilities** | **Service Delivery**   * Provide assertive outreach and counselling to individuals according to contract requirements (caseload of 25 clients (or P/T equivalent). * Conduct thorough assessments of clients * Maintain accurate case notes/files as per policy and procedure   **Staff Development**   * Attend clinical supervision and team meetings as required * Participate in core training requirements and relevant professional development   **Quality Assurance**   * Adheres to CCG Code of Ethics and Conduct * Participates in quality assurance and policy reviews   **Risk Management**   * Comply with policies and procedures. * Comply with workplace health and safety laws.   **Professional Development**   * Complete required core training. * Attend clinical supervision.   **Administration**   * Keep up-to-date, factual and relevant case notes/files for all clients; * Ensure case notes/files meet organisational and legislative requirements; * Prepare client reports as required; * Record client and occasion of service data in line with ATOD Treatment Services Minimum Data Set requirements |

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| **Experience & Knowledge** | * Knowledge of the mental health allied health and ATOD sectors and services * Knowledge of related standards, laws, legislation, awards regulations and codes * Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation * Understanding of the welfare sector and models of service * Understanding of Quality Assurance Standards, protocols and implementation * Knowledge of Strengths Based Case Management and its application * Understanding of the key elements of collaborative practice and service coordination | **Attributes** | * Evaluating and monitoring own performance * Having knowledge and confidence in own ideas and vision * Articulating own ideas and vision * Taking responsibility * Working ethically * Working under pressure * Demonstrating resilience * Being patient and persuasive * Being punctual and meeting deadlines * Accepting change * Empathetic * Emotional Intelligence * Commitment to Social Equity * Enthusiastic and Positive |

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| **Key Selection Criteria** |
| * Accreditation or registration as a psychologist, social worker, or be eligible for full membership of a counselling professional body (e.g. Australian Counselling Association of the Psychotherapy and Counselling Federation of Australia). * Completion of AOD specific training equivalent to at least the four core competencies of Certificate IV in Alcohol and Other Drug Work (or working towards). * Knowledge and understanding of the key issues facing people using AOD * Hold a current drivers’ license, a current Working with Vulnerable People card and be willing to undergo a police check. |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |