



# ADAPT

ALLIED DRUG & ALCOHOL PROGRAMS & TREATMENT

*Prison to Community*

## Job Description for Counsellor Educator

The role of this position is to provide consumers involved in the criminal justice system with the necessary support and tools to enable them to reduce the impact and harm of alcohol and other drugs on their lives.

This job description form (JDF) contains the key outcomes and responsibilities for this position. The JDF provides an indication of overall focus and is not intended to be a complete list of specific tasks and duties.

### KEY OUTCOMES:

1. Clinical Services
2. Administration
3. Other duties
4. Human Resources, Occupational Safety and Health

### 1. Clinical Services

#### Key Responsibilities

- Provide client assessment, planning, intervention and case management to clients in a range of locations that may include metropolitan prison and community locations.
- Provide a range of counselling and clinical interventions for individuals, groups, couples and families affected by alcohol and/or other drug use.
- Make professional, clinical decisions in consultation with the Clinical Supervisor, Clinical Coordinator, Senior Counsellor and/or Line Manager as necessary.
- Ensure that case notes and client data are maintained to the required standards.
- Liaise with other agencies as required to provide an integrated service approach.
- Manage allocated client caseload in accordance with Cyrenian House and Holyoake clinical guidelines.
- Ensure that clinical services delivered reflect good practice standards and is in line with the Cyrenian House and Holyoake policies and procedures.
- Contribute to the identification of client needs to inform service development opportunities.

## 2. Administration

### Key Responsibilities

- Maintain client records and SIMS data entry in an accurate and timely manner.
- Participate in the support of placement students.
- Participate in research activities as required.
- Effectively manage appointments with clients and community based agencies.
- Provide reports to the Department of Justice and other relevant agencies as required.

## 3. Other Duties

### Key Responsibilities

- Maintain own professional development.
- Adhere to the relevant employer's policies, procedures and work instructions.
- Actively liaise with relevant agencies and other service providers, including the Department of Justice regarding consumer progress and participation.
- Other duties as directed.
- Contribute to the development of ADAPT services.

## 4. Human Resources, Occupational Safety and Health

### Key Responsibilities

- Participate as a valued team member promoting and contributing to a supportive team environment.
- Provide support to and share expertise with other staff, students and volunteers.
- Attend staff meetings, peer supervision, AOD training sessions and planning workshops.
- Attend clinical review and case management meetings as required.
- Contribute to the development, implementation and evaluation of the service model and service delivery policies and procedures.
- Participate in regular clinical supervision and line management.
- Contribute to the Continuous Quality Improvement processes.
- Work in accordance with the relevant employer's Code of Conduct.
- Be responsible for personal health and safety in the workplace and for complying with the relevant employer's occupational Safety and Health policies and procedures, promoting and maintaining a safe and secure environment.
- Contribute to and promote the implementation of the Standard on Culturally Secure Practice (accreditation standard utilised by Cyrenian House and Holyoake).

## SELECTION CRITERIA

### Qualifications and Training:

- A degree qualification in psychology, social work, counselling, or similar.

### Knowledge and Experience:

- Knowledge of alcohol and other drug issues.
- Understanding of comorbidity in relation to clients presenting for alcohol and drug issues

### Skills:

- Demonstrated assessment, case management and counselling skills.
- Good presentation skills and group facilitation skills.
- Experience working within a multi-disciplinary team.
- Experience in working with consumers from diverse backgrounds and different cultural groups.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Demonstrated proficiency with Microsoft Office software package including Word and Outlook

### Other:

- Full Work Right and a current National Police certificate
- Department of Justice security clearances (employer initiated)
- Current WA drivers licence