

<b>Position title</b>	<i>Alcohol &amp; Other Drugs Counsellor</i>
<b>Position number</b>	<i>P2204</i>
<b>Employment status</b>	<i>Full time</i>
<b>Department</b>	Health and Wellbeing
<b>Location</b>	Knight St. Shepparton
<b>Position reports to</b>	<i>Manager</i>
<b>Award</b>	Health Professionals & Support Services Award ( MA000027)
<b>Classification</b>	<i>Level 4 Pay Point 1</i>

### ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

### ROLE PURPOSE

Reporting directly to the Manager of the Woongi Unit, the AOD Counsellor plays a vital role in delivering specialized services to Aboriginal and/or Torres Strait Islander communities. The position is designed to spearhead engagement, assessment, and therapeutic intervention for Aboriginal and/or Torres Strait Islander individuals within the context of

a recovery-oriented practice framework. The overarching aim is to contribute meaningfully to the well-being and empowerment of the Aboriginal and Torres Strait Islander communities through culturally sensitive and effective addiction counselling services.

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate Manager, prior to the commencement of clinical duties.

- The successful applicant must hold at least a tertiary degree (or equivalent qualification) in one of the following:
  - Minimum Diploma of Counselling supported by no less than 5 years experience
- Demonstrated ability to comply with the profession's code of ethics and function in accordance with legislation affecting professional practice for maintenance of registration with the relevant Board of Australia and/or association membership.
- Experience in providing assessment, intervention and case management to Aboriginal and Torres Strait Islander people is highly desirable.

### Knowledge and skills:

- A sound knowledge of Aboriginal/Torres Strait Islander communities and relevant organisations, and a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people, with demonstrated understanding and commitment to the philosophy and practice of an Aboriginal Community Controlled Health Service and the ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people
- Demonstrated skill in working autonomously in a primary care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role as AOD Counsellor in this context.
- Demonstrated ability to provide high quality assessment and intervention for clients within the context of Primary Health Care and the Community Recovery Model in a professional, confidential, and culturally safe manner
- Demonstrated ability to collaborate with colleagues, supervisors, managers and stakeholders regarding service delivery improvement opportunities and consumer outcomes within a recovery-oriented framework
- Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping including demonstrated competence in use of information technology, internet and desktop applications; e.g. electronic client record systems, Outlook, Word, Excel and database packages.

## KEY RESPONSIBILITIES

### 1. Technical Capabilities

- Provide high quality assessment, counselling, intervention, and care plans for clients within the context of Primary Health Care in a professional, confidential, and culturally safe manner, in keeping with accepted best practice standards through clinic-based appointments, group programs and home visits.
- Ensure access to a comprehensive range of treatment and support services across the continuum of care including prevention and health promotion, planning and evaluation of client programs and service delivery options.
- Ensure integrated service delivery and follow up, coordinating and communicating as required with other relevant internal, visiting, and external providers.
- Provide follow-up monitoring and care as directed through AOD health assessments and plans.
- Develop and implement group sessions for clients participating in health education programs and in-service education in areas relevant to mental health and well-being as required.

- Incorporate a holistic approach to health care that incorporates health promotion activities according to community and organisational priorities.
- Work closely with the Woongi team to support regular tracking of progress in monitoring client progress and care.
- Complete timely and comprehensive case notes
- Other duties and responsibilities as directed by your manager

## **2. Behavioural Capabilities**

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

## **3. Administrative Capabilities**

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

## **EMPLOYMENT CONDITIONS**

- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements
- Access to clinical supervision