

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	AOD Counsellor
<b>Award Classification:</b>	As per agreement
<b>Award / Agreement Name:</b>	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2026
<b>Position Reports to:</b>	Operationally: Team Leader

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

### TURNING POINT

Turning Point was established in 1994 to provide leadership to the alcohol and drug field in Victoria. Turning Point is now a national treatment, research and education centre that provides leadership in the alcohol and drug, gambling and mental health sectors. Combining research with service innovation, surveillance, system enhancements, education, capacity building and specialist support, Turning Point is a recognised centre of excellence that assists services, communities and governments to respond to current and emerging issues. Turning Point is part of Eastern Health and is affiliated with Monash University.

[www.turningpoint.org.au](http://www.turningpoint.org.au)



## 1. POSITION PURPOSE

### Turning Point Alcohol and Other Drugs (AOD) Counsellor

Turning Point Alcohol and Drug Counsellor will work as a member of a multi-disciplinary team using a range of evidence-based clinical treatment interventions (via face-to-face, telephone and online and group work) across a range of service types including, Intake and Assessment, Care and Recovery Coordination, Counselling (both individual and group) and Non-Residential Withdrawal activities.

The Counsellor will work as part of a team providing comprehensive assessment, treatment and care for individuals and their families/carers affected by alcohol and other drug use. The Counsellor will ensure clients of the service are supported throughout their alcohol and other drug withdrawal journey. The position operates within a harm reduction framework that also incorporates client focused, holistic recovery principles and will be required to work across Turning Point Eastern Treatment Service sites as required.

Turning Point Eastern Treatment Services (TPETS) is the Lead Agency for the Eastern Consortia of Alcohol and Drug Services (ECADS) and counselling staff work closely with our Consortia partners in the delivering specialist alcohol and drug clinical service in the eastern region. The role will be based at Ringwood East site.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide accessible, high quality, therapeutic alcohol and other drug counselling and associated health services to the target group. The aim of this service is to reduce AOD related harm to individuals and their families by providing an integrated service response to assist clients and their family members to reduce the harms associated with alcohol and other drug use and promote recovery.
- Provide a welcoming, therapeutic optimistic, empathic, strength based, family inclusive, trauma informed, recovery oriented, culturally appropriate and dual-diagnosis capable service.
- Identify a range of co-occurring mental health, social and primary health issues associated with substance use and provide an integrated and collaborative care as the core of business for the AOD counsellor
- Provide high quality engagement, assessment, treatment and support to individuals and families who access AOD treatment services including brief intervention and group work.
- Identify the needs of vulnerable children, working with families and facilitate referrals to child and family services and Child First when required.
- Provide a full range of recovery oriented therapeutic services that are strength based, trauma informed utilising a range of modalities including, but not limited to:
  - i. Motivational Interviewing,
  - ii. Mindfulness,

- iii. ACT,
  - iv. Schema Therapy,
  - v. Cognitive Therapies
  - vi. Other relevant counselling modalities
- Provide high quality counselling services to all clients including forensic clients
  - Ensure the provision of a biopsychosocial model which incorporates co-occurring physical health, mental health and substance use concerns
  - Support the incorporation of evidence-based practice in the provision of AOD counselling services.
  - Provide treatment that is welcoming, empathic and optimistic and ensure where possible the reduction of shame and stigma for people and their families where there is substance misuse and co-occurring disorders.
  - Prioritise clients with complex issues and those transitioning to and from bed-based services.
  - Provide and promote counselling services that recognise the central role of the family and/or significant others in enabling positive outcomes for people with AOD issues and co-occurring conditions.
  - Participate in clinical and organisational supervision
  - Contribute to the provision and review of individual recovery plans (IRP) at the counselling clinical review meetings.
  - Work collaboratively with the broader multidisciplinary team to ensure the efficient, effective and responsive operation in line with the Organisation's strategic direction.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## 5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

## 6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Additional Information

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	AOD Counsellor
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### Essential

#### KEY SELECTION CRITERIA

- Qualifications in AOD studies
- Diploma or degree level qualification in Alcohol and Drug studies
- An ability to provide initiative and innovation, ability to work in a changing environment with flexibility and problem-solving skills.
- At least three years' experience and demonstrated skills in alcohol and other drug assessments, withdrawal management, case management and client referral.
- Demonstrated experience in Community Health and AOD counselling is essential
- Demonstrated knowledge of the psychosocial issues affecting people with problematic substance abuse issues
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful, compassionate and positive manner
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm
- Demonstrated understanding of harm reduction as a key concept underpinning approaches to client care in the Australian alcohol and drug sector as well as an appreciation of principles of recovery, including social connectedness, holistic care provision and peer-based examples of wellness.
- Possess knowledge of and the ability to provide effective interventions for consumers with co-occurring substance use and mental health problems (dual diagnosis) as a core component of the role
- Appreciation of the dynamic nature and major trends in drug use in recent years, such as increase in use of pharmaceutical/prescribed agents and growth in abuse of psychostimulants and other illicit synthetic drugs
- Demonstrated training and experience in providing evidenced-based treatment interventions including Relapse Prevention, Motivational Interviewing and Brief Intervention.
- Proven ability in working within a multidisciplinary team.
- Excellent record keeping, written, communication and interpersonal skills.
- Experience in working with community based services.
- A Victorian Drivers licence is required.
- Demonstrated knowledge and proficiency in computer skills.

- A satisfactory Police Check is required prior to appointment

#### **Essential**

- Certificate IV in AOD is essential
- Counselling qualification or its equivalent is essential
- Minimum tertiary level qualification in the relevant field.

#### **Aboriginal & Torres Strait Islander Candidates**

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)

## ATTACHMENT 2

### Eastern Health/Department/Specialty Information & additional position requirements

<b>Position Title:</b>	AOD Counsellor
<b>Department / Specialty Area</b>	Turning Point Eastern Treatment Service
<b>Campus / Physical Location</b>	Box Hill

## ORGANISATIONAL CONTEXT

### Eastern Health

Eastern Health is a leading provider of health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

### Statewide Services

The Statewide Services Program sits within Eastern Health's Surgery, Women and Children, Mental Health, Medical Imaging and Statewide Services (SWMMS) directorate and consists of Turning Point and Spectrum. Turning Point is a Victorian specialist alcohol, drug and gambling organisation that integrate treatment and support services with research, education and training. Spectrum is Victoria's only statewide centre for the specialist treatment of Borderline Personality Disorder and provides training and education and contributes to research in this area.

## LOCAL WORK ENVIRONMENT

### Turning Point

Turning Point was established in 1994 and amalgamated with **Eastern Health** in October 2009 and is formally affiliated with Monash University. Turning Point is a national addiction treatment centre, dedicated to providing high quality, evidence-based treatment to people adversely affected by alcohol, drugs and gambling, integrated with world-leading research and education. Combining innovative research in the clinical, population health and policy fields, with service innovation, surveillance, system enhancements, capacity building and specialist support, Turning Point directly assists services, communities and government to respond to current and emerging issues.

### Treatment

Turning Point's multidisciplinary staff, including Addiction Medicine Consultants, Psychiatrists, nurses, psychologists, social workers and alcohol and drug counsellors, provide specialist clinical and support services to people affected by alcohol and drugs and problem gambling. Turning Point provides a broad range of face-to-face, telephone and online evidence based treatment interventions.

### Research

Turning Point conducts practical and applied research leading to policy and service development with a focus on improving and expanding the range and quality of treatment and support services through evidence-based research.



**Education**

Turning Point is a leading provider of education and training services in the alcohol and drug sector in Australia. As a Registered Training Organisation (RTO) and in partnership with Monash University Turning Point builds the capacity of health and welfare professionals to respond more effectively to alcohol and drug issues.

**Spectrum**

Spectrum is the leading centre in Victoria for the synthesis and dissemination of knowledge and practice, in relation to the treatment of, and recovery from borderline personality disorder, including those presentations where a number of co-morbid conditions create clinical complexity. Spectrum's work can range from contributing to research, capacity building in the workforce (statewide and nationally), to providing a full clinical service of empirically supported treatment interventions including: specialist assessment and case management, individual and group psychotherapy, biomedical treatments and secondary consultation (including telephone and online).