POSITION DESCRIPTION

Position Title:	AOD Counsellor
Award Classification:	Grade 2 Social Worker, Occupational Therapist or Psychologist.
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Operationally: Team Leader Professionally: Director of Profession

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

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 interventions for individual counselling sessions and group work, including providing support to families (via face-to-face, telephone and telehealth options). The Counsellor will also complete comprehensive assessments and operate within a harm reduction framework that incorporates client focused, and holistic recovery principles.

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 delivering specialist alcohol and drug clinical service in the eastern region.

1. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide accessible, high quality and evidence-based alcohol and other drug counselling and intervention to clients, including individuals that have been in contact with the criminal justice system. This includes involving family members/significant others, carers, support workers, other healthcare professionals during interventions and treatment as required/appropriate.
- Provide a welcoming, strength based, trauma informed, recovery oriented, culturally appropriate and dual-diagnosis capable service
- Provide a full range of recovery oriented therapeutic services that are evidence-based in accordance with scope of practice including (but not limited to):

    i. Motivational Interviewing
    ii. Acceptance Commitment Therapy (including mindfulness)
    iii. Schema Therapy
    iv. Cognitive Behavioural Therapy
    v. Other relevant counselling modalities

- Complete AOD comprehensive assessment including assessment of risk, being able to develop a risk management plan with consultation from colleagues and senior staff as necessary
- Be aware of referral pathways to manage client needs and identified risks (for example, referrals to Child Protection, Mental Health Triage or Orange Door)
- Identify a range of co-occurring mental health, social and primary health issues associated with substance use and provide an integrated and collaborative approach to counselling.
- Be able to collaborate with internal and external stakeholders as/when required for provision of effective and collaborative care.
- Actively participate in initiatives that promote the reduction of shame and stigma for people with AOD concerns.
- Prioritise clients with complex issues and those transitioning to and from bed-based services.
- 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.
- Participate in clinical and operational supervision, in line with Enterprise Agreement requirements

- Actively participate in professional development and professional growth through individual supervision, mentorship, training, group supervision and reflective practice.
- Be keen to engage in quality improvement activities in collaboration with senior staff

PERSONAL ATTRIBUTES

- Collaborative and focussed on team goals, in addition to individual growth
- Responsive to cultural diversity and neurodiversity
- Fosters a psychologically safe workplace.
- Flexible and adaptable to organisational change and client needs
- Engages in reflective practice, being receptive to professional growth, learning and feedback

2. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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, particularly 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.

3. 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.

4. 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
- Attachment 3 Information for Aboriginal & Torres Strait Islander Candidates

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

Position Title:	AOD Counsellor
Award Classification:	Grade 2 Social Worker, Occupational Therapist or Psychologist.
Award / Agreement Name:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Operationally: Team Leader Professionally: Director of Profession

KEY SELECTION CRITERIA

ESSENTIAL

The successful applicant will have the following qualifications and experience:

Psychologist:

- Holds a Masters or Doctoral coursework qualification in Clinical, Health or Counselling Psychology that has been approved by the Psychology Board of Australia.
- Full registration or eligibility for full registration as a Psychologist by the Psychology Board of Australia.
- Endorsement as a Clinical, Counselling or Health Psychologist with the Psychology Board of Australia OR eligibility to participate in a Registrar Program to work towards endorsement in Clinical Psychology.
- Experience working as a fully registered Psychologist.

Social Worker:

- Holds a degree qualification in Social Work that has been approved by the Australian Association of Social Workers (AASW) for membership as a Social Worker.
- Maintains compliance with the AASW Continuing Professional Development Policy to meet the Eastern Health Allied Health credentialing standard.
- A minimum 3 years experience working as a qualified Social Worker.

Occupational Therapist:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.
- A minimum 2 years experience working as a registered Occupational Therapist.

Knowledge and Skills:

- Demonstrated experience in AOD counselling, withdrawal management and completing AOD comprehensive assessments
- Demonstrated knowledge of the psychosocial issues affecting people with substance use issues, including stigma and shame
- Proven ability to effectively work with people and families experiencing problematic alcohol and other drugs use in a respectful and empathetic manner
- Demonstrated understanding of harm minimisation 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, self-efficacy, holistic care provision and peer-based examples of wellness.
- Understand the relationship between mental health and substance use, being able to provide psychoeducation and effective interventions for consumers with co-occurring substance use and mental health concerns
- Demonstrated training and experience in providing evidenced-based treatment interventions such as (but not limited to): Relapse Prevention, Motivational Interviewing, Cognitive Behavioural Therapy, Solution-Focused Therapy.
- Demonstrated understanding of risk assessment and management, and appropriate referral pathways.
- Proven ability in working within a multidisciplinary team and fostering a psychologically safe, collaborative workplace
- Excellent record keeping, written, communication and interpersonal skills.
- Demonstrated knowledge and proficiency in computer skills.
- Ability to engage meaningfully in clinical and operational supervision
- A satisfactory Police Check is required prior to appointment
- A Victorian Drivers licence is required.

DESIRABLE

- Certificate IV in AOD
- Additional counselling qualifications
- Experience in an AOD setting
- Experience in group counselling
- Experience working in the public health sector

ATTACHMENT 2

Eastern Health/Department/Specialty Information & additional position requirements

Position Title:	AOD Counsellor
Department / Specialty Area	Turning Point Eastern Treatment Service
Campus / Physical Location	Carrington Road, Box Hill 3128

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, 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).

ATTACHMENT 3

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