

SM: Job Description for Counsellor

Date:	28/10/2013
Position Title:	Counsellor
Reports to:	Program Leader (Victoria Park) or Business Unit Manager (CDS/CDST sites)
Classification	4

SECTION 1: PURPOSE OF THIS JOB:

The role of this position is to provide clients with the necessary support and tools to enable them to reduce the impact and dependence on alcohol and drugs in their lives.

SECTION 2: KEY WORKING RELATIONSHIPS

INTERNAL	EXTERNAL
Program Leader, Clinical Supervisor, Clinical Coordinator, Senior Counsellor, Business Unit Manager	Clients
General Manager, Operations	Other Government Agencies and associated officials
Counsellors	Health and Community Practitioners
	Students and volunteers
	Educational Institutions

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.

SECTION 3: KEY OUTCOMES:

1. Clinical Services
2. Community Education
3. Administration
4. Other duties

1. Clinical Services

Key Responsibilities
<ul style="list-style-type: none"> • Provide client assessment, planning, intervention and case management to clients in a range of locations that may include on-site, community locations and court • Provide a range of counselling and clinical interventions for individuals, groups, couples and families affected by alcohol and/or other drug dependencies • Make professional, clinical decisions in consultation with 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 • Manage allocated client caseload in accordance with Holyoake clinical guidelines • Ensure that clinical services delivered reflect good practice standards and is in line with Holyoake Philosophy, Policy and Procedures • Contribute to the identification of client needs to inform service development opportunities • Maintain own professional development • Participate in the support of placement students

2. Community Education

Key Responsibilities
<ul style="list-style-type: none"> • Provide professional training, consultation and support to other organisations and service providers as required • Develop and conduct educational programs • Contribute to the preparation of educational and/or promotional material for community distribution as required

3. Administration

Key Responsibilities
<ul style="list-style-type: none"> • Attend meetings as required including staff and case management meetings • Participate in research activities as required • Effectively manage appointments with clients and community based agencies

4. Other Duties

Key Responsibilities

- Adhere to all Holyoake policies, procedures and work instructions
- Other duties as directed by the line manager

SECTION 4: AUTHORITY LEVELS:

The Counsellor operates under the general direction of the Program Leader or Business Unit Manager. This position has a degree of autonomy and responsibility in terms of day-to-day case management and client support. The Counsellor can provide community education and training programs dependant on location.

SECTION 5: COMPETENCY REQUIREMENTS:

SELECTION CRITERIA

Qualifications and Training:

- A tertiary qualification in psychology, social work, counselling or similar

Knowledge and Experience:

- Knowledge of alcohol and drug issues
- Understanding of comorbidity in relation to clients presenting for alcohol and drug issues
- Demonstrated knowledge and experience in applying appropriate therapeutic interventions relevant to the client group

Skills:

- Demonstrated assessment, case management and counselling skills
- Ability to work effectively as a team member
- Good interpersonal and communication skills
- Effective time management and personal organisational skills
- Ability to work within the Holyoake values and philosophy
- Good presentation and training skills
- Demonstrated proficiency with Microsoft Office software package including Word and Outlook

Other:

- Current National Police certificate
- A current Working with Children Check if required
- Other security clearances if required

SECTION 6: ACCEPTANCE OF JOB DESCRIPTION:

Incumbent Name:

Incumbent Signature

Date

Unit Manager:

[Position Title]

Unit Manager Signature

Date

CHIEF EXECUTIVE OFFICER AUTHORISATION:

Signature:



Date: 28/10/2013