

## SM: Job Description for Counsellor

<b>Date:</b>	7/08/2023
<b>Position Title:</b>	Counsellor
<b>Reports to:</b>	Business Unit Manager
<b>Classification</b>	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
Business Unit Manager	Clients
Clinical Supervisors	Government agencies and associated officials
Executive Manager Services	Health and Community Practitioners
Senior Counsellors	Students and clinical volunteers
Counsellors	Educational Institutions
	Community based agencies

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. Prevention
3. Administration
4. Other duties

#### 1. Clinical Services

Key Responsibilities
<ul style="list-style-type: none"> <li>• Provide client assessment, planning, intervention and case management to clients in a range of locations that may include on-site, community locations and court</li> <li>• Provide a range of counselling and clinical interventions for individuals, groups, couples and families affected by alcohol and/or other drug use</li> <li>• Make professional, clinical decisions in consultation with Clinical Supervisor, Senior Counsellor and/or line manager as necessary</li> <li>• Ensure that case notes and client data are maintained to the required standards</li> <li>• Manage allocated client caseload in accordance with Holyoake clinical guidelines</li> <li>• Ensure that clinical services delivered reflect good practice standards and is in line with the Holyoake Approach, policy and procedures</li> <li>• Contribute to the identification of client needs to inform service development opportunities</li> </ul>

#### 2. Prevention

Key Responsibilities
<ul style="list-style-type: none"> <li>• Provide professional training, consultation and support to other organisations and service providers as required</li> <li>• Contribute to the development and implementation of prevention activities</li> <li>• Contribute to the development of educational and/or promotional material for community and agency engagement</li> </ul>

#### 3. Administration

Key Responsibilities
<ul style="list-style-type: none"> <li>• Attend meetings as required including staff, clinical review and case management meetings</li> <li>• Maintain client records and Client Management System data entry in an accurate and timely manner</li> <li>• Participate in the support of placement students</li> <li>• Participate in research activities as required</li> <li>• Effectively manage appointments with clients and community based agencies</li> </ul>

#### 4. Other Duties

##### Key Responsibilities

- Maintain own professional development.
- Adhere to all Holyoake policies, procedures and work instructions. (For NEMCADS staff, also adhere to Integrated Services policies)
- Other duties as directed by the line manager

#### SECTION 4: AUTHORITY LEVELS:

The Counsellor operates under the general direction of the 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 other 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 Approach and values
- 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
- Current WA drivers licence (where required).

**SECTION 6: ACCEPTANCE OF JOB DESCRIPTION:**

Incumbent Name:

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Incumbent Signature

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Date

Unit Manager:

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[Position Title]

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Unit Manager Signature

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Date

**CHIEF EXECUTIVE OFFICER AUTHORISATION:**

Signature:

Lorraine Keane

Date: 7/08/2023