

<b>Position:</b>	Senior Counsellor - Alcohol & Other Drug 4 C's & Family Counselling
<b>Based:</b>	GCH - Stawell Health & Community Centre
<b>Funded By:</b>	Department of Health
<b>Team:</b>	Gambling Alcohol & Other Drug Services Team
<b>Responsible To:</b>	Gambling, Alcohol & Other Drug Program Manager and through them to the Chief Executive Officer.
<b>Classification:</b>	SACS Award Social Worker Class 2 Level 1 (\$26.25 p/hr) to Class 3 Level 3 (\$30.62 p/hr) depending on qualifications and experience
<b>Tenure:</b>	Contract to June 2012 with ongoing status dependent on continuation of Department of Health FASA. Subject to the signing of an Employment Schedule. All positions are subject to a 3-month probationary period with a review being conducted before employment is confirmed. The period of employment is subject to ongoing funding & satisfactory work performance
<b>Hours:</b>	0.8 EFT 30 hours per week, or Full time – 38 hours per week, including 0.2 EFT A&OD Family Counselling
<b>Date:</b>	March 2012

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#### **GRAMPIANS COMMUNITY HEALTH - PREAMBLE:**

Grampians Community Health (GCH) formerly Grampians Community Health Centre Inc, has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy including the social determinants of health as stated in the Ottawa Charter. GCH is embedded in and operates from a number of sites servicing primarily the local government areas of Northern Grampians Shire, Rural City of Ararat, Pyrenees Shire and Horsham Rural City.

Balgartnie joined GCH in 1996 as a Psychiatric Support Service – it has since broadened its role to encompass rehabilitation and sub regional outreach.

Palm Lodge joined GCH in 2002. Palm Lodge has been in existence since 1976, first as a residential rehabilitation unit for people with a substance abuse problem and more recently as a counselling & health promotion unit for substance abuse, family violence & housing support and gambling problems.

Nexus joined GCH in November 2005. Nexus developed in Horsham to meet a need young people had expressed in 1999 after the closure of another youth project, Banjo's. It now provides an opportunity for young people in and around the Wimmera to participate in the development of services and recreational activities in a supportive, safe & innovative environment.

In May 2009 GCHC became Grampians Community Health – a company limited by guarantee.

Staff at the Centre work in many areas including: Drug & Alcohol Counselling & Withdrawal services, Social Work, Community Nursing, Community Psychiatric, Youth Work, Supported Accommodation, Family Violence, Community Development, Health Promotion and Education, Palliative Care and complex service delivery for Senior Adults, people with disabilities and their carer's.

**Vision Statement:****"Vibrant & Healthy Communities"**

GCH, in collaboration with the communities we serve, will provide excellence & leadership in the development & delivery of primary health care & community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera

**Philosophy Base:**

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

**KEY AIMS & OBJECTIVES OF THIS POSITION:**

Within the Peak Policies of GCHC and in conjunction with the GADS team:

As a Senior Clinician the Drug and Alcohol Counsellor will effect and maintain therapeutic change in individuals with alcohol and drug use problems by:

- Providing a range of psychosocial treatment services including assessment, support, counselling, case management and episode evaluation to individuals, families, groups and their significant others;
- Working within a harm minimisation framework; within the knowledge of Federal and State policy for strategies to reduce harm associated with drug and alcohol use
- Conducting community education activities to increase awareness of, and skills in dealing with, issues related to addictive behaviours.

**Key Aims & Objectives of A&OD Family Counselling:**

1. To provide an efficient, effective, quality family counselling service to families where one or more members have a substance abuse issue
2. To assist in providing an assessment, counselling referral service.
3. To minimise the harm associated with drug use in the community

**KEY TASKS AND RESPONSIBILITIES:**

- Assess suitability of GCH to meet client needs.
- Provide client assessment, support, counselling and case management around substance misuse and general issues on both an internal and outreach basis.
- Determine urgency of client needs and prioritise service delivery to clients.
- Undertake risk assessments and implement immediate action if deemed necessary.
- Assess the clients continuing alcohol and drug service requirements and develop an Individual Treatment Plan (ITP) in collaboration with the client.
- Ensure appropriate implementation, monitoring and ongoing evaluation of client ITP's.
- Provide a variety of counselling interventions with individuals or groups, including relapse prevention, cognitive behavioural interventions, motivational interviewing, controlled use interventions and psychotherapy when appropriate.
- Make referral to other appropriate GCH counsellor or external service as necessary.

- Facilitate access to specialist Alcohol and Drug services as necessary.
- Maintain client case notes, write and present reports as requested.
- Participate in joint case management with other agencies and service providers where appropriate.
- Plan and facilitate client groups and community education programs.
- Promote the role of GCH within the community.
- Advise the GADS Team Manager of issues or potential issues in regard to alcohol and drug services for clients and work collaboratively to resolve such issues.
- Provide appropriate services to carers and families of those affected by alcohol and drug use.
- Liaise with a range of individuals and groups and establish networks to assist in the provision of services to clients (and their families, as required).
- Provide secondary consultation as required.
- Attend conferences and training programs related to the field.
- Within the Privacy Act ensure the confidentiality of the organisation's clients is respected and maintained at all times.
- This position requires active pro rata participation in the Quality Assurance programs of GCH principally weekly casework meetings, professional supervision, GCH team meetings, GCH staff development days and annual staff weekend and GCH staff meetings. Included in this is participation in organisation wide and program specific Health Promotion Activities.
- As part of the GCH team participate in the daily activities required for the smooth operation of the centre i.e. intake duty etc

Standard responsibilities held in conjunction with all staff of GCH:

- # This position requires active participation in the Quality Assurance programs of GCH - principally weekly casework meetings, professional supervision, GCH team meetings, GCH staff development days and annual staff weekend and G.C.H. staff meetings. Included in this is participation in centre-wide and program- specific health promotion activities.
- # As part of the GCH team, participate in the daily activities required for the smooth operation of the centre ie intake duty etc

### KEY SELECTION CRITERIA:

Ability to successfully carry out the following tasks:

1. **Counselling.**
2. **Advocacy** at all levels.
3. Work with people using the **community development model** to ensure maximum participation in planning and implementation of programs and services.
4. Understanding of **harm minimisation** and the ability to work within this framework
5. Knowledge and understanding of the **complexities of alcohol and drug issues**, including legal, social, behavioural, psychological, environmental and biological factors.
6. Clear understanding of the **mandating process** and an ability to work effectively with involuntary clients.
7. **Planning, implementation and evaluation** of programs and services.
8. Work with diverse groups of people using excellent **group work** skills
9. Work within **privacy guidelines** in a small community
10. Have the ability to **prioritise and contain the work load** when necessary
11. Work with a deep understanding of the **social model of health** and how it relates to wellbeing and good health outcomes.
12. Understanding and knowledge of and belief in **Quality Assurance**

### QUALIFICATIONS & EXPERIENCE:

- A degree/diploma in education, social/welfare, health or psychology desirable.
- Certificate IV in Alcohol and Other Drug Work preferable
- Experience in social, welfare, health, psychology field essential.
- Experience in working with people with alcohol and drug problems highly desirable.

### OTHER SKILLS:

- A licence to drive a car is essential.
- Ability to use computer technology for data collection and reports.

**Other Conditions:**

1. No overtime allowance is made for this position. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the GADS Team Manager and/or Chief Executive Officer and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
2. The organisation's cars can be used for work related activities, depending on availability. Use of own car will be reimbursed at the modified RACV mileage rate. **Note:** The use of a private vehicle to travel in excess of 40km return needs to be approved in advance by the Program Manager, Resources Manager or the CEO
3. This position will have an annual appraisal at which time the job description will be reviewed by the GADS Team Manager and a GCH Core member in consultation with the employee and modified if necessary.
4. Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
5. Annual Leave and Personal (Sick) Leave will be payable on a pro rata basis.
6. GCH understands that "normal working hours" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Out of Hours" book.
7. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
8. All permanent GCH staff have access to salary packaging which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
9. 48/52 or 50/52 leave variation options may be available at the relevant Managers discretion after a qualifying period (check policy '5.3 Employment Conditions' for details)
10. A National Police Check & Working with Children Check (if required) will be carried out at GCH's expense prior to commencement of employment.
11. Grampians Community Health is an Equal Opportunity Employer and a smoke free workplace.

**Grampians Community Health is proud to be the winner of the  
National Work & Family Award 2005**

## **Additional Information to Applicants**

- **Key selection criteria must be specifically addressed in your application**
- Applications should include clear details of work experience and qualifications
- Applications should include references and the name, address and daytime telephone number of two work- related referees
- For further information on Grampians Community Health please refer to the website [www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au)

**Applications must reach the address below by**

**9am Monday 16<sup>th</sup> April 2012**

Late applications will not be considered.

Applicants should include day and evening telephone contact numbers so that we can readily arrange interview times if necessary

If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.

Please ensure a signed Privacy Statement is returned with your application – this document can be downloaded from the website [www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au)

Successful applicants would be required to undergo a police check

Address applications to:

**“CONFIDENTIAL”**

**Jill Miller  
CEO  
Grampians Community Health  
8 – 22 Patrick Street  
STAWELL VIC 3380**

Ph: **5358 7400** Fax: **5358 4113**

email: [gch@grampianscommunityhealth.org.au](mailto:gch@grampianscommunityhealth.org.au)