



Position Description

Position Title	Alcohol & Other Drugs (AOD) Counsellor
Division / Team	Client Services / Alcohol & Other Drug Services
Reports to	Clinical Lead Alcohol & Other Drug Services
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013-2015
Classification	Level 4
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Review Date	February 2026

About Ballarat Community Health

Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose

Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles

Address health inequity and inequality
 Improve the health and wellbeing of our community
 Have impact and be sustainable

Values

Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement

Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary

- Provide evidence based interventions for individuals and/or families experiencing negative impacts of alcohol and other drug (AOD) use.
- Provide evidence based interventions for associated concerns including but not limited to mental health, trauma, grief and loss and family violence.
- Includes comprehensive assessment, individual counselling, family counselling and group work.
- Work closely with clients and their families to build a strong relationship and rapport, to identify client goals and develop a recovery plan that is informed by the initial assessments and treatment plans.
- The position is part of the regional team delivering adult AOD treatment services within the Grampians AOD consortium.
- Be responsible for meeting targets as part of the regional team and will be required to assist with managing forensic clients as required.
- Opportunities to provide community education and referrals to other health professionals in the region and across BCH programs.
- The BCH AOD team is an innovative, flexible and responsive team that values teamwork.

Principal Areas of Responsibility

- Work within a harm minimisation framework to provide education and support client goals.
 - Deliver robust, evidence-based therapeutic counselling interventions, of varying duration and intensity to individuals, families and groups within a recovery framework.
 - Develop strategies that will assist clients in engaging with the service and facilitate supportive processes at BCH to further enhance client's ability to engage.
 - Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients.
 - Apply best practice principles including Family Inclusive Practice, Integrated principles and Trauma Informed Care.
 - Work with clients with co-occurring disorders including but not limited to AOD and Mental Health.
 - Be able to identify indicators which the client and treating clinician can follow in relation to monitor progress of/change in patterns of substance use.
 - Liaise with internal and external stakeholders regarding care planning, referrals and progress to prevent duplication of service as required.
 - Facilitate and develop a comprehensive assessment and treatment plans.
 - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapy, motivational enhancement therapy, social behavioural therapy and group work.
 - Undertake and implement exit planning.
 - Provide secondary consultation where required.
 - Be fully conversant with the framework, policy, procedures and protocols in which alcohol and other drug treatment services and systems operate.
 - Provide health promotion and education to individuals, families and communities who have been affected by alcohol or substance abuse issues.
 - Utilise the Penelope Portal – to receive and provide information regarding client referrals and ensure that client assessment information is uploaded into the CIMS.
 - Focus on self-management principles.
 - Maintain case notes and other relevant statistics in CIMS and other documentation as required.
 - Ensure appropriate client records are maintained and statistical reports are completed to required standard.
-

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
 - Work under general direction and within established program guidelines and procedures.
 - Able to make clinical judgements and treatment recommendations within scope of applicable qualification/registration.
-

Organisational Responsibilities

- Staff may be required to amend their regular daily hours of work to meet service requirements. These will be negotiated on an as needs basis.
 - Be aware of and perform all duties in accordance with the organisation's stated policies and procedures.
 - Always establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values.
 - Work within professional boundaries and relevant scope of practise at all times.
 - Maintain relevant professional registration.
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service.
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field.
 - Participate in compulsory BCH training programs.
 - Ensure that client and staff confidentiality is always respected and upheld.
 - Attend and actively participate in meetings as required.
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values.
 - Participate in performance development plans and supervision.
 - Participate in the organisation's continuous quality improvement programs and activities.
-

Qualification requirements

Minimum Cert IV in Mental Health and AOD and/or a relevant tertiary qualification such as Diploma in AOD, Diploma in Counselling, Social Work or tertiary degree in related human services field.

Key Selection Criteria**1. Experience:**

- Experience in the counselling field with generalist casework and group work.
- Skills in assessment, case coordination and knowledge of current alcohol and other drug interventions.
- Demonstrated understanding of the harm minimisation framework.

2. Interpersonal Skills:

- Demonstrated ability to work with clients with co-occurring disorders
- Knowledge of the welfare and health sectors.
- Effective oral skills and a professional attitude and presentation.

3. Written Communication:

- Effective written communication skills which are clear and concise.

4. Computer Skills:

- Strong computer literacy skills.

5. Organisational Skills:

- Commitment to continuous quality improvement and professional development.
- Ability to use initiative to solve problems and a flexible approach to work duties.

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work.
-

Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). 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.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
-