



# Position Description

<b>Position Title</b>	Alcohol and Other Drug Counsellor - Trainee
<b>Division / Team</b>	Client Services / Alcohol and Other Drug
<b>Reports to</b>	Manager Alcohol and Other Drug
<b>Agreement / Award</b>	Dependent on skills and experience
<b>Classification</b>	Dependent on skills and experience
<b>EFT / Term</b>	1.0 EFT / 12 Months
<b>Work Location</b>	Lucas
<b>Date Approved</b>	February 2024

**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** Health and wellbeing for all with a commitment to the most vulnerable.

**Our Leading Principles** Address health inequity and inequality  
 Improve the health and wellbeing of our community  
 Have impact and be sustainable

<b>Values</b>	<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
	<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> 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** This role will provide an opportunity to work toward a qualification while gaining valuable practical experience.

You will provide evidence based, high quality, safe, patient/client centred counselling and support, that meets current professional best practice standards, to people with alcohol and other drug (AOD) problems on their pathway to recovery.

This will include providing assessment, risk analysis, treatment, family inclusive practice and referral to support services for individuals. This includes a combination of direct therapeutic clinical work including assessments, individual treatment planning, case management and counselling. The incumbent will be supported and mentored by senior clinicians to work collaboratively with other health and welfare service providers to enhance outcomes for the clients and their families.

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**Team Environment**

The diversity and passion within the AOD team enables and supports an environment in which to collaborate, learn, grow and be innovative.

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**Principal Areas of Responsibility**

- The role will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary treatment
  - Actively participate in a series of formal learning and development opportunities for the purpose of upskilling and maintaining employment in the AOD sector
  - Shadow and assist AOD Clinicians in all aspects of their role, learning the key functions of the AOD sector and taking on guidance regarding evidence based best practice
  - Observe, develop, and practice skills to provide intake, assessment, counselling, case management, AOD & Mental Health cooccurring intervention and support, outreach and referral services to individuals and family members within a harm minimisation framework
  - Engage clients in collaborative and goal-directed working relationships and assist them in achieving positive outcomes by implementing a client-centred Individual Treatment Plan
  - Assist and/or conduct comprehensive assessments including mental health screens and MARAM Assessments for review of the senior worker
  - Working closely and holistically with people exhibiting high-risk behaviours in the community to reduce the individual's problematic substance use and associated harms with the aim of improving their long-term health and wellbeing outcomes
  - In conjunction with the team, liaise with relevant support workers and services in relation to AOD treatment planning, incident reporting, crisis plans, protective interventions, etc.
  - Engage with existing partner organisations and other AOD services, community groups and health organisations to support positive outcomes
  - Contribute to positive working relationships and established referral pathways with external service providers, particularly with statutory bodies including Child Protection and Department of Justice
  - Support more experienced employees to promote the program throughout the network of referral organisations in the alcohol and drug service delivery sector, the mental health sector, the welfare sector, Protective Services, General Practitioners, hospitals, youth services, Community Correctional Services, and other potential referral sources
  - Where appropriate, attend and observe external stakeholder meetings as a guest accompanying an BCH member of staff
  - Observe and assist senior staff with facilitation of AOD groups where required
  - Overtime, co-facilitate segments of group sessions with the support of the lead presenter
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**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
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**Organisational Responsibilities**

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
  - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
  - Establish and maintain cooperative working relationships with staff and always 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 respected and upheld at all times
  - 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
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**Qualification and Immunisation requirements**

- Enrolled or currently completing a Bachelor or Diploma level in Mental Health and AOD, Social Work, Counselling or Behavioural Sciences or equivalent
  - Be enrolled, completing or interested in an Alcohol and Drug specific qualification, Dual Diagnosis competencies or course such as Alcohol and Other Drugs Skill Set (course code CHCSS00093)
  - Covid 19 Vaccination and Boosters as required
  - First Aid Certificate desirable
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**Key Selection Criteria**

**1. Experience and attributes:**

- Previous experience and/or interest in working within the AOD sector
- Ability to self-reflect, take on board feedback, and use supervision opportunities to improve practice
- Initiative and responsibility: identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions
- Drive and commitment, ability to lead with best practice and set a high standard; motivated and positive approach to new challenges
- Resilience, the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma

**2. Interpersonal Skills:**

- Proven ability to provide excellent service to client, staff, and general community members
  - Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff
  - Teamwork and collaboration, ability to support and promote a positive team culture of collaboration, inclusiveness, and respect
  - Ability to listen, problem-solve and resolve conflicts through well-developed conflict resolution skills
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**3. Written Communication:**

- Strong written communication and report writing skills

**4. Computer Skills:**

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

**5. Organisational Skills:**

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail
- Self-Development, the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in treatment, mentoring and education

**6. Alignment with BCH values:**

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