

# Position Description

The Position Description forms a part of an integrated planning process to ensure that individual performances align with the strategies and community directions of ASG. The Position Description also provides the basis on which selection criteria for the position are determined.

## GENERAL DESCRIPTION

<b>Position:</b>	AOD Prison Counsellor	<b>Location</b>	Working across various sites Monarto / Riverland / Adelaide
<b>Reports to:</b>	Manager – Riverland Services	<b>Award</b>	SCHCDS Level 4.1

## PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is an Aboriginal Community Controlled Corporation that values the practice and determinations of Aboriginal culture; customs and tradition. ASG encourages positive and better life experiences empowering our clients and their community to maintain sobriety.

## ROLE PURPOSE

Provision of culturally appropriate alcohol and drug counselling and support services to Aboriginal prisoners and offenders throughout the Prisons and Community Correctional Centres in the Adelaide Metro and Southern regions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provision of drug and alcohol counselling to Aboriginal prisoners at the DCS Prisons listed below               <ul style="list-style-type: none"> <li>○ Yatala Labour Prison</li> <li>○ Adelaide Women's Prison / Adelaide Pre-Release Centre</li> <li>○ Mobilong Prison</li> <li>○ Cadell Training Centre.</li> </ul> </li> <li>• Provide personal and social support to Aboriginal and Torres Strait Islander peoples through culturally appropriate counselling services</li> <li>• Assess the needs of Aboriginal and Torres Strait Islander prisoners and offenders seeking access to AOD programs and counselling services using a holistic framework.</li> </ul>	<ul style="list-style-type: none"> <li>• % of clients seen in a 6 week reporting period</li> <li>• Number of occasions prisoners and offenders have been seen in the reporting period</li> <li>• % of new ATSI clients within the reporting period</li> <li>• % of repeat clients seen in the reporting period</li> <li>• Evidence in Data Collection</li> </ul>

	<ul style="list-style-type: none"> <li>• Support will be via one on one counselling and / or group support as deemed appropriate for the individual prisoner. Prisoners will be referred for support by Aboriginal Liaison Officers or other prison personnel</li> <li>• Provision of a through care residential rehabilitation program to male and female Aboriginal offenders</li> <li>• Provision of support to offenders living in the Community.</li> <li>• Working collaboratively with Aboriginal Community Correctional Centres in the metro and southern regions</li> <li>• Encourage and support persons endeavouring to recover from the negative impact upon their life as a result of forced separation of family members</li> <li>• Work collaboratively with other agencies and workers in addressing issues, i.e. Link Up, Regional Centre and other Counsellor areas</li> <li>• In accordance to individual needs assessment, work with clients including referring clients to health and social and emotional wellbeing services and supports to optimise client outcomes in areas of improved health and wellbeing through involvement with the programme.</li> <li>• Provide information about the effects of alcohol and drug use</li> <li>• Assisting with plans to make changes to their alcohol or other drug use (incorporating goal setting)</li> <li>• Assist in developing strategies to prevent relapse</li> <li>• Deliver psychosocial interventions including but not limited to brief interventions, cognitive behaviour therapies, behavioural therapy and group work</li> <li>• Deliver information, advice and brief interventions such as motivational interviewing or group work and relapse prevention to clients as required.</li> <li>• Facilitate access to other health and human services including re-engagement with AOD treatment or other supports that the client may require.</li> <li>• Advocating on behalf of clients where necessary.</li> <li>• Achieve positive outcomes for clients through effective case management support and advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence in Monthly Reporting to the Senior Manager</li> <li>• Evidence in networking and documentation</li> <li>• Evidence in case planning and data base entries</li> <li>• % of clients receiving Case Management Support</li> <li>• % of clients receiving Counselling support</li> <li>• Evidence in monthly reports detailing names of individuals participating in the service, level of engagement and outcomes achieved</li> <li>• % of clients receiving one on one support</li> <li>• Number of Group sessions (if required)</li> <li>• Support and encourage clients to remain drug-free</li> <li>• Evidence of individual risk assessments</li> <li>• Evidence in networking</li> <li>• Number of network meetings</li> <li>• Number of MOU's formed with Service Providers</li> <li>• Support clients to work with ASG or other appropriate services</li> <li>• % of clients succession planning</li> </ul>
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<p><b>Operational Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Manager to achieve client targets and sessions to ensure KPI's are met.</li> <li>• Respond to requests for information according to Aboriginal Sobriety Group's policy and procedures.</li> <li>• Responsible for ensuring the everyday community engagement is integrated into the work of the service in a way appropriate to the client, community members and the aims of the service.</li> <li>• In collaboration with the Manager, develop and articulate clear programme values and purpose which corresponds to the ASG Strategic practice framework.</li> <li>• Work proactively within the sector to work collaboratively with agencies.</li> <li>• Work with allied health services to deliver programs to clients</li> <li>• Be an active member of the Riverland Services. Contribute to building a positive and cohesive team environment.</li> <li>• Actively participate in collaborative community education strategies to enhance community understanding of alcohol and other drugs.</li> <li>• Collaborate and liaise with team members to ensure best outcomes for clients.</li> <li>• Adherence to providing a safe environment for clients, staff and visitors.</li> <li>• Actively develop and maintain good working relationships with external individuals, organisations and networks in a professional manner</li> <li>• Ensure secure management of client data and client files and compliance with ASG policies and legislation.</li> <li>• Ensure all Incidents are reported to the Manager</li> <li>• Ensure client feedback is evidenced as per ASG policies and procedures</li> <li>• Programme discussions remain confidential</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate database entry</li> <li>• Regular attendance at team meetings and promotion of the values of the service and advocacy.</li> <li>• Evidence in participating in community events</li> <li>• Evidence of collaborative working relationships with government and non-government agencies.</li> <li>• Work with allied health services to deliver programs to clients.</li> <li>• Evidence of contributing to team meeting discussions</li> <li>• Evidence of risk assessments</li> <li>• 100% accuracy of client data and statistics</li> <li>• Evidence of workplace inspections</li> <li>• Evidence in monthly reporting and database entries</li> <li>• 100% accuracy of client database information</li> <li>• Evidence of Incident Reports</li> <li>• Evidence of feedback</li> <li>• 80 % of clients contributing to programs and activities</li> <li>• Evidence of Breach to Confidentiality</li> </ul>
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<p><b>Staff Support</b></p>	<ul style="list-style-type: none"> <li>• Work as a member of a small team</li> <li>• Work collaboratively with Aboriginal Sobriety Group Indigenous Corporation's support staff.</li> <li>• Attend regular monthly team meetings</li> <li>• Attend training and professional development opportunities as delegated by the Manager.</li> <li>• Work with the Manager to ensure that the principles of community development are aligned with the everyday operations of our accommodation service.</li> <li>• Contribute to the development and implementation of policies and procedures</li> <li>• Promote and present a positive image of Aboriginal Sobriety Group to other staff, clients and the community in general.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of induction and orientation.</li> <li>• Evidence of regular attendance at team meetings.</li> <li>• Evidence of attending Professional Development Meetings</li> <li>• Completion of annual appraisal within designated timeframes.</li> <li>• Evidence of attending mandatory training and any training identified via supervision.</li> <li>• Evidence of Policies read at Monthly Team Meetings</li> </ul>
<p><b>Team Work</b></p>	<ul style="list-style-type: none"> <li>• Work as a productive member of the Aboriginal Sobriety Group team including attending team building days</li> <li>• Work collaboratively with Aboriginal Sobriety Group support staff.</li> <li>• Build positive working relationships by involving and engaging with others.</li> <li>• Demonstrate an ability to work positively in a team environment while understanding the context of working within a broader organisation.</li> <li>• Demonstrate a commitment to working with leadership with Aboriginal Sobriety Group to improve and maintain systems, innovation and service excellence.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to the overall functioning of the Riverland services through involvement with team meetings and activities.</li> <li>• Attendance at planning days and team building activities.</li> </ul>

## SELECTION CRITERIA

	Essential	Desirable
<b>Training / Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Alcohol and Other Drugs</li> <li>• Diploma in Counselling or working towards</li> <li>• Current First Aid certificate</li> <li>• Current Child Safe Environment Certificate</li> <li>• Current Working with Children clearance</li> <li>• Current Vulnerable Person-Related clearance</li> <li>• Current National Police Clearance</li> <li>• Current SA Driver's License</li> <li>• Evidence of cultural awareness training.</li> <li>• Participate in development or training as required by the organisation from time to time.</li> <li>• Ability to gain a prisoner access pass</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Current Mental Health First Aid Certificate</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Professional experience in the delivery of support work in rehabilitation / drug and alcohol services.</li> <li>• Knowledge / experience with client care in a counsellor / caseworker role.</li> <li>• Experience and knowledge in best practices when working with Aboriginal people, organisations and communities.</li> <li>• Ability to manage conflict</li> <li>• Able to multitask and priorities workload</li> <li>• An insight into urban, rural and traditional Aboriginal cultures.</li> <li>• Ability to work under minimum supervision.</li> <li>• Ability to lead by example</li> <li>• Ability to work without prejudice</li> <li>• Understanding of community development frameworks</li> <li>• Ability to remain confidential</li> </ul>	
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Ability to multitask across programs and prioritise competing demands.</li> <li>• A strong and ethical client services approach.</li> <li>• Excellent knowledge of the MS Office suite of applications.</li> <li>• Strong administrative and computer skills.</li> </ul>	
<b>Licenses</b>	<ul style="list-style-type: none"> <li>• Maintenance of a full, unrestricted South Australian Driver's License.</li> </ul>	

## APPOINTMENT CONDITIONS

- Full time position and / or opportunity to work 0.8 (within consultation)
- Subject to a 6 month probationary period
- Generous Salary Packaging opportunity
- Superannuation Employer contribution.
- Tenure in this position is subject to funding.
- Appointment is subject to a satisfactory Working with Children Clearance
- Appointment is subject to a satisfactory Vulnerable Person-Related Clearance
- Current SA Driver's License and willing to drive in the course of work activities.
- Current National Police Clearance
- Current First Aid Certificate
- Current Child Safe Environment Certificate
- Conditions of employment are in accordance with the 2019 Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation.
- ASG encourages a non-smoking environment.
- Where we have concerns that your level of fitness is adversely affecting your job performance, we may require you submit to a Fitness Capacity Evaluation to ensure that neither you nor a fellow staff member nor a client are placed at risk of injury.
- ASG reserves the right to request and employee to undertake a random drug and alcohol test.
- Duties of the position may vary according to business needs.

## WORK HEALTH AND SAFETY

Follow defined work health and safety legislation and Aboriginal Sobriety Group's policies and procedures related to the work being undertaken in order to ensure own safety and safety of others in the workplace.

## CULTURE & CODE OF CONDUCT

At Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced with your assistance, and in joining our team, you share our commitment to providing the best service to our community. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.

Within the facility, we act with integrity and professionalism, in our dealings with each other and our clients. We have a commitment to ongoing professional development and to foster an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

## EQUAL EMPLOYMENT OPPORTUNITY

### Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

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Employer Signature

Date

Print name:

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Employee Signature

Date

Print name: