

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

Position:	AOD Counsellor	Location:	Adelaide SA
Reports to:	Operations Manager	Award:	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

To provide a counselling service for clients by using a culturally respectful framework and a holistic approach

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
Service Delivery	<p>Outreach referral support</p> <ul style="list-style-type: none"> Ensure all referrals are acknowledged within 2 working days. Provide outreach support to clients referred to ASG and refer clients to suitable services and / or programs within ASG and externally when necessary Ensure all referrals are entered on database and are documented as an ingoing or outgoing referral for reporting purposes All documentation to be stored on database Ensure administration of the day to day running of the referral operations are adhered to <p>General Requirements</p> <ul style="list-style-type: none"> Extensive assessments are completed and documented on client's requirements is adhered to 	<ul style="list-style-type: none"> % of total clients referred monthly to ASG programs % of total ATSI clients referred monthly to ASG programs % of clients referred monthly to external services % of ATSI clients referred monthly to external services 100% accuracy in Database Collection Evidence in Monthly Activity Reports to Manager

	<ul style="list-style-type: none"> • Promote substance free, independent living for clients by providing clients and their families with information, support and relevant services as appropriate. • Provide personal and social support to Aboriginal and Torres Strait Islander peoples and CALD peoples accessing services including appropriate health services to maximise treatment • Assess the needs of Aboriginal and Torres Strait Islander peoples and CALD peoples seeking access to programs using a holistic framework • Encourage clients who want to change from drug/alcohol dependant lifestyle • When required be a support to programs by assisting clients to attend appointments and programs • Advocate and assist clients and their families to access other external services where appropriate • Support clients to work with ASG or other appropriate services • Act as intermediary and advocating for clients and their families with other health care professionals, referral services and other organisations including Courts, Police, Legal services and Correctional Services – when required • Encourage clients who want to change from drug and/or alcohol dependant lifestyles by providing support and guidance to facilitate their needs or requirements • Contribute to drug and alcohol misuse and casework support through continuously reviewing and developing client's requirements • Review and develop casework services and making recommendations to improve service delivery under a continuous improvement framework 	<ul style="list-style-type: none"> • Evidence of supporting and encouraging clients to remain drug-free • Evidence in encouraging clients who want to change from drug/alcohol dependant lifestyle • Evidence of supporting clients to work with ASG or other appropriate services • % of client's succession planning • % of client feedback forms • Evidence through monthly activity reports to Manager • Evidence in of assessments for Rehab Services are recorded and documented • Evidence of risk assessments completed
<p>Operational Responsibilities</p>	<ul style="list-style-type: none"> • Achieve client targets and ensure KPI's are met as per funding and service agreement • Review and document all relevant entries on database are true and correct 	<ul style="list-style-type: none"> • Evidence in Monthly Activity reports to Manager • Accurate database entry • Reporting discrepancies to Manager

	<ul style="list-style-type: none"> • Respond to requests for information according to Aboriginal Sobriety Group's policy and procedures. • Ensure that everyday community engagement is integrated into the work in the service in a way appropriate to the client, community members and the aims of the service. • In collaboration with the Manager, develop and articulate clear program values and purpose which corresponds to the ASG Strategic practice framework. • Work proactively within the sector to work collaboratively with agencies. • Ensure delivery of programs to clients are reflective to the needs of the clients base • Be an active member and contribute to building a positive and cohesive team environment. • Adherence to providing a safe and clean environment for clients, staff and visitors. • Actively develop and maintain good working relationships with external individuals, organisations and networks in a professional manner • Ensure secure management of client data and client files and compliance with ASG policies and legislation. • Ensure all Incidents are reported to the Manager • Ensure client feedback is evidenced as per ASG policies and procedures • Ensure sound experience to addressing conflicts with clients and / or staff • Program discussions remain confidential and does not go outside working hours 	<ul style="list-style-type: none"> • Regular attendance at team meetings and promotion of the values of the service and advocacy. • Evidence of collaborative working relationships with government and non-government agencies • Evidence of working with allied health services to deliver programs to clients. • Advocating and assisting clients and their families to access other external services where appropriate, including government, community and specialised services. • Evidence of Communication and recording • Evidence of Incident Reports • Evidence of feedback • Evidence in monthly activity report to Manager • Evidence of Breach to Confidentiality
<p>Staff Support</p>	<ul style="list-style-type: none"> • Work as a member of a small team providing outreach services and support to drug and alcohol affected clients being referred to ASG. • Work collaboratively with Aboriginal Sobriety Group's support staff. • Attend regular team meetings 	<ul style="list-style-type: none"> • Completion of induction and orientation. • Evidence of attending Professional Development Meetings • Evidence of meetings with Manager

	<ul style="list-style-type: none"> • Attend training and professional development opportunities as delegated by the Manager. • Work with the Manager to ensure that the principles of community development are aligned with the everyday operations of the outreach program. • Contribute to the development and implementation of policies and procedures • Promote and present a positive and professional image of Aboriginal Sobriety Group to other staff, clients and the community in general. 	<ul style="list-style-type: none"> • Evidence of regular attendance at team meetings. • Completion of annual appraisal within designated timeframes. • Evidence of attending mandatory training and any training identified via supervision. • Evidence of Policies read at Monthly Team Meetings
Team Work	<ul style="list-style-type: none"> • Work as a productive member of the Aboriginal Sobriety Group team including attending team building days when required. • Work collaboratively with Aboriginal Sobriety Group staff. • Build positive working relationships by involving and engaging with others. • Demonstrate an ability to work positively in a team environment while understanding the context of working within a broader organisation. • Demonstrate a commitment to working with leadership with Aboriginal Sobriety Group to improve and maintain systems, innovation and service excellence. 	<ul style="list-style-type: none"> • Contribute to the overall functioning of the service through involvement with team meetings and activities. • Attendance at planning days and team building activities. • Work in collaboration with the Manager to streamline effective processes that can benefit the rehabilitation programs

SELECTION CRITERIA

	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none"> • Diploma in Counselling Cert IV in Drug & Alcohol also desired • Current First Aid certificate • Current Child Safe Environment Certificate • Current Working with Children Clearance • Current Vulnerable Person-Related Clearance • Participate in development or training as required by the organisation from time to time. 	<ul style="list-style-type: none"> • Hold or be willing to undertake fire safety training • Evidence of cultural awareness training.

<p>Experience / Knowledge</p>	<ul style="list-style-type: none"> • Professional experience in the delivery of casework in a health-related field • Knowledge / experience with client care in a caseworker role. • Ability to manage conflict • Able to multitask and priorities workload • Ability to work under minimum supervision. • Ability to work without prejudice • Ability to work autonomously • Professional understanding of the drug and alcohol sector in South Australia. • Experience in working in a similar role. 	<ul style="list-style-type: none"> • Experience and knowledge in best practices when working with Aboriginal people, organisations and communities. • An insight into urban, rural and traditional Aboriginal cultures. • Understanding of community development frameworks.
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Skills / Abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills. • Ability to manage and address conflict situations • Ability to multitask across programmes and prioritise competing demands. • A strong and ethical client service approach. • Exceptional knowledge of the MS Office suite of applications. • Excellent administrative and computer skills • Ability to work under pressure and out of hours availability • Ability to remain confidential 	
Licenses	<ul style="list-style-type: none"> • Maintenance of a full, unrestricted South Australian Driver's License. 	

APPOINTMENT CONDITIONS

- Full time position Monday to Friday 8.30 am – 4.30 pm
- 6 month probationary period
- Tenure in this position is subject to funding.
- Evidence required of being fully vaccinated
- Salary Packaging Opportunities
- Superannuation Employer contribution.
- Appointment is subject to a satisfactory Working with Children Clearance
- Appointment is subject to a satisfactory Vulnerable Person – Related Clearance
- Current First Aid Certificate
- Current Child Safe Certificate
- Current SA Driver's Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with the 2019 Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation
- ASG encourages a non-smoking environment.
- Where ASG 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 an 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.

Employee Signature

Date

Print name:

Employer Signature

Date

Print name: