

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 Outreach Counsellor	Location	Murray Bridge
Reports to:	Team Leader Berri		
Employment Type	0.5 FTE	Salary:	SCHAADS Award Level 5.1
PURPOSE STATEMENT			
<p>The Aboriginal Sobriety Group Indigenous Corporation (ASG) is an Aboriginal Community Controlled Organisation (ACCO) dedicated to supporting Aboriginal and Torres Strait Islander peoples in healing from the effects of alcohol and other drugs (AOD), trauma, and systemic disadvantage. ASG delivers holistic, culturally safe services across South Australia that empower individuals, families, and communities to achieve long-term wellbeing.</p>			
POSITION PURPOSE			
<p>The AOD Outreach Counsellor provides culturally appropriate counselling and case management to individuals experiencing AOD-related challenges. Working predominantly in community settings, the role supports clients through therapeutic engagement, recovery planning, advocacy, and referrals. The position is grounded in cultural safety and an understanding of the social determinants of health, intergenerational trauma, and the ongoing impact of colonisation.</p> <p>You will work as part of a multi-disciplinary team that includes other outreach workers, health practitioners, community support workers, and case managers. While team collaboration is essential, much of the work will be conducted independently and in isolation—particularly during outreach visits to clients' homes, public spaces, and regional areas. This requires strong self-management skills, professional boundaries, and sound judgement, along with the ability to access supervision and team support remotely when needed.</p>			
CONDITIONS OF EMPLOYMENT			
<p>The terms and conditions of employment are based on the relevant award and are set out in the individual contract of employment.</p>			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
Function	Key Responsibilities	Key Performance Indicators	
1. Client Engagement and Assessment	<ul style="list-style-type: none"> Provide culturally respectful outreach to clients in community and home settings. Provide personal, social support and counselling to Aboriginal people. 	<ul style="list-style-type: none"> Complete initial assessments for all new clients within 7 days of referral Number of assessments completed each quarter 	

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
1. Client Engagement and Assessment cont.	<ul style="list-style-type: none"> • Conduct comprehensive AOD assessments to identify needs, risks, and goals. • Assess and support the needs of Aboriginal people wishing to seek access to AOD programs using a holistic framework in line with the appropriate communication channels • Work collaboratively with all relevant and culturally safe service providers • Ensure all client case management are individual to meet the client's needs and aspirations. • Develop with the clients' strategies to prevent relapse • Support clients and their families in positive behaviour change • Deliver information, advice and brief intervention 	<ul style="list-style-type: none"> • Complete initial assessments for all new clients within 7 days of referral • Number of assessments completed each quarter
2. Counselling and Case Management	<ul style="list-style-type: none"> • Provide individual counselling using trauma-informed and culturally appropriate methods. • Develop, monitor, and review individual recovery plans. • Develop individualised client case management plans and • Provide advocacy support as needed such as • Provide support access to housing, health, legal, and social supports. 	<ul style="list-style-type: none"> • Maintain a minimum active caseload of ### clients and conduct fortnightly follow-ups. • Monthly review of 100% of active case management and recovery plans.
3. Cultural Safety and Connection	<ul style="list-style-type: none"> • Embed Aboriginal cultural values into all aspects of practice. • Work in partnership with local Elders and cultural advisors. • Participate in cultural events and community activities. 	<ul style="list-style-type: none"> • Participation in 1+ cultural/community engagement per month. • Client cultural safety feedback average ≥ 80% satisfaction.
4. Interagency / Service Provider Collaboration	<ul style="list-style-type: none"> • Build strong referral and support networks with external agencies • Participate in interagency/service provider meetings and case conferences 	<ul style="list-style-type: none"> • Establish at least 5 formal referral partnerships. • Documented participation in 90% of scheduled external case meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
5. Education and Harm Minimisation	<ul style="list-style-type: none"> • Deliver education on harm reduction, relapse prevention, and well-being. • Provide culturally relevant AOD resources. 	<ul style="list-style-type: none"> • Facilitate/participate in minimum 1 session per month • Distribute resources to 90% of clients and families
6. Administration and Reporting	<ul style="list-style-type: none"> • Maintain accurate, confidential client records. • Complete required reporting for internal and funding purposes. 	<ul style="list-style-type: none"> • 100% of case notes entered within 48 hours. • Timely submission of monthly and quarterly reports.
7. Continuous Improvement	<ul style="list-style-type: none"> • Participate in reflective practice, supervision, and professional development. • - Contribute to program evaluations and service design. 	<ul style="list-style-type: none"> • 100% attendance at mandatory PD and supervision. • Active input into 1+ service improvement per year.

SELECTION CRITERIA

Essential

Mandatory Requirements	<ul style="list-style-type: none"> ➤ Maintain a full, unrestricted South Australian Driver's Licence ➤ Ability to maintain confidentiality ➤ Current Working with Children Clearance ➤ Current Vulnerable Person Related Clearance ➤ Current First Aid ➤ Current Child Safe Environment Certificate
Experience / Knowledge / Skills / Abilities	<ul style="list-style-type: none"> • Minimum 2 years' experience in outreach counselling or case management. • Demonstrated understanding of Aboriginal and Torres Strait Islander cultures, intergenerational trauma, and the social determinants of health. • Proven ability to work with Aboriginal communities in a culturally safe and respectful manner. • Experience working in an Aboriginal Community Controlled Organisation is highly desirable. • Strong communication, advocacy, and crisis management skills. • Proficiency in maintaining client records and reporting against KPIs. • Qualifications in AOD, Mental Health, Counselling, or related discipline • Demonstrated experience in outreach counselling or AOD case management

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
Experience / Knowledge / Skills / Abilities cont.	<ul style="list-style-type: none"> • Strong understanding of Aboriginal culture and the impact of colonisation, intergenerational trauma, and social determinants of health • Experience working within an Aboriginal Community Controlled or not-for-profit organisation is desirable • Excellent communication, advocacy, and problem-solving skills • Ability to work independently and as part of a multidisciplinary team • Current Driver's Licence and National Police Clearance 	
Training / Qualifications	<ul style="list-style-type: none"> • Relevant qualifications in AOD, Social Work, Psychology, Counselling, or equivalent. • Hold or be willing to undertake fire safety training • Current Mental Health First Aid Certificate 	

Desirable

- Experience with quality management systems, audits and continuous improvement activities
- Experience in the AOD sector, or other relevant health or community service sector
- Willingness and ability to travel within South Australia
- Multimedia skills

BENEFITS OF WORKING AT ASG

- Culturally safe and inclusive work environment
- Regular cultural supervision and support
- Flexible work practices and outreach-based engagement
- Ongoing training and development opportunities
- Make a meaningful impact in the lives of Aboriginal individuals and communities
- Superannuation Employer contribution.
- Tenure in this position is subject to ongoing 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 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.

APPOINTMENT CONDITIONS

- ASG is committed to maintaining a healthy and safe environment for all employees, clients, and visitors. As part of this commitment, we enforce a strict No Smoking Policy across all ASG premises, including indoor and outdoor areas. This policy supports our goal of promoting a smoke-free workplace and protecting the well-being of everyone in our community.
- If we have concerns that your level of fitness may be impacting your ability to perform your duties safely and effectively, we may require you to undergo a Fitness for Duty Evaluation. This is to ensure that neither you, your colleagues, nor our clients are placed at risk of injury.
- In accordance with ASG's Alcohol and Other Drugs (AOD) Policy, the organisation reserves the right to request employees to undergo random drug and alcohol testing to ensure a safe and healthy workplace for all.
- The duties and responsibilities of this position may be adjusted from time to time in response to changing business needs and operational requirements.
- This role may be based in a fast-paced office environment, requiring interaction with staff, clients, and stakeholders. Occasional travel or flexible hours may be required depending on organisational needs.
- Staff will be required to engage in training and professional development activities as required by ASG to support ongoing performance and growth. and a
- Staff may be requested to travel interstate and intrastate, including on weekends, as required for work-related purposes.

WORK HEALTH AND SAFETY

The successful incumbent must 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

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 ASG, 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 information contained in this document accurately reflects the duties, responsibilities, and requirements of the position at the time of writing. These duties and responsibilities are not exhaustive and may be amended, added to, or removed at the discretion of ASG, in consultation with the employee where appropriate, to meet evolving operational needs.

Employer Signature:

Date:

Print name:

General Manager Signature

Date

Print name: