

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Counsellor
<b>LOCATION:</b>	Armadale
<b>RESPONSIBLE TO:</b>	Chief Executive Officer
<b>POSITIONS REPORTING TO THIS ROLE</b>	Nil
<b>CLASSIFICATION:</b>	Social, Community, Home Care and Disability Services Industry Award 2010. Level 4/5 (pro rata) Part Time Position (.6fte) 6 months initial

**JOB PURPOSE:**

The Drug and Alcohol Counsellor provides counselling and support to clients of all ages who may be voluntary, involuntary and mandated. The Counsellor provides education and support for individuals and families dealing with addictions and provides appropriate referrals to other services. Assessments for detox and rehabilitation programs will also be conducted by the counsellor on an as needs basis. The Counsellor will work in cooperation and collaboration with private practitioners, state and community agencies.

The position is for three nominated days per week for an initial period of six months with the possibility of longer term employment.

**Employee**

**Signature:**.....

**Employee**

**Name:**.....

**Date:**.....

**Chief Executive Officer/Manager**

**Signature:**.....

**Chief Executive Officer/Manager Signature**

**Name:**.....

**Date:**.....

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### RESPONSIBILITIES:

#### 1. Mission and Values:

##### Key Responsibilities

- Demonstrates ethical behaviour and decision making.
- Relating to each other and clients with courtesy & respect
- Takes responsibility for own actions/behaviours
- Participating fully in the task involved in
- Maintain confidentiality of all information in accordance with the organisational Policy

#### 2. Counselling

##### Key Responsibilities

- Provide drug and alcohol counselling to clients.
- Develop care plans for long term or complex needs clients
- Comply with funding requirements in relation to statistics, auditing and reports
- Participate in service coordination meetings
- Provide community education and support, as requested/required.
- Provide appropriate referrals for detox, rehabilitation, mental health assessment and other needs as required.
- Provide progress reports to referring agencies, practitioners and funding bodies.
- Provides support and advice as requested for our rehabilitation service.
- Perform other related duties as required by the Chief Executive Officer

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### SELECTION CRITERIA

#### Qualifications

##### Essential:

- Provide drug and alcohol counselling to clients.
- Develop care plans for long term or complex needs clients
- Comply with funding requirements in relation to statistics and reports
- Participate in service coordination meetings
- Provide community education and support, as requested/required.
- Provide appropriate referrals for detox, rehabilitation, mental health assessment and other needs as required.
- Provide progress reports to referring agencies, practitioners and funding bodies.
- Perform other related duties as required by the Chief Executive Officer

##### Desirable:

- Experience in working with complex and challenging clients.
- Experience in working with clients with co-existing mental health and substance use issues.
- Experience working collaboratively with/or knowledge of a wide range of government and non-government organisations.
- Have a current and unrestricted C class Driver's Licence (Manual)

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### APPLICATIONS

To apply for this position please forward the following:

- a covering letter:
- a statement addressing the Selection Criteria; and
- your curriculum vitae to:

**Ms Debra Zanella**  
**Chief Executive Officer**  
**Drug ARM WA (Inc.)**  
**PO Box 165**  
**Armadale WA 6992**

or email [admin@drugarmwa.org.au](mailto:admin@drugarmwa.org.au)

**Closing Date:** Friday 13<sup>th</sup> August 2010