

**POSITION TITLE: ALCOHOL & DRUG COUNSELLOR / GROUP FACILITATOR**

Reg. No. A0024004N

P.O. Box 1121,  
Bendigo Central  
Victoria, 3552**Central site:**Ph: (03) 5448 1600  
Fax: (03) 5448 1699**Eaglehawk site:**Ph: (03) 5434 4300  
Fax: (03) 5434 4355**Kangaroo Flat site:**Ph: (03) 5430 0500  
Fax: (03) 5430 0544**Elmore Medical  
Practice:**Ph: (03) 5432 6001  
Fax: (03) 5432 6101

<b>Name:</b>	
<b>Position number:</b>	
<b>Award:</b>	Social & Community Services Victoria Award
<b>Classification:</b>	Social Worker Classification – grade and year level dependent on experience
<b>Site:</b>	The positions will normally be located at a single Bendigo based BCHS site but may transfer to another BCHS site as required
<b>Hours per fortnight:</b>	60.8 hours per fortnight.
<b>Tenure:</b>	Ongoing .8 counsellor / group facilitator
<b>Position description developed:</b>	August, 2010
<b>Responsible to:</b>	Richard Michell – Manager Community Counselling and Support

## 1. Position Role

- This position provides group work and counselling support to a range of clients with drug and alcohol issues including those who have been directed through the legal system and clients with Acquired Brain Injury (ABI)
- The role is centred on the provision of group work counselling, assessment and individual case plans that focus on behavioural changes, case management and crisis intervention

## 2. Position Responsibilities

- Provide AOD group work and counselling in a community health setting
- Provide AOD group work and counselling to a broad range of clients including adults, families, and young people as negotiated
- Participate in clinical, group and management supervision and commit to critical reflection and discussion of values and ethical conduct
- Accurately record and document client and administrative information and collect and collate data within given timeframes
- Work with forensic clients
- Contribute to service integration, team development and BCHS strategic goals.
- Undertake responsibilities of the position adhering to:
  - Professional Standards, relevant legislation, and
  - Occupational Health & Safety Legislation and requirements

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### **3. The Role of the Team**

The Community Counselling and Support Team provides a range of services including AOD counselling, Generalist counselling, group work, and educational programs to individuals and the broader community. The team is situated within the Community Engagement and Support Branch

### **3. Key Selection Criteria**

#### **3.1 Essential**

- Demonstrated experience in working in a group facilitator /counsellor role.
- A sound knowledge of the standards and or competencies related to working within the AOD sector.
- A qualification in Social work or a related discipline – other qualifications related to counselling/ group work may be considered.
- Excellent interpersonal skills and communication skills with clients, their partners and families.
- Demonstrated ability to work as a member of a multidisciplinary team.
- The ability to provide sensitive practice in response to client diversity.
- Knowledge of the current privacy principles and the capacity to work within the organisations work place code of conduct procedures.
- The ability to confidentially maintain accurate records in accordance with BCHS procedures.
- Current driver's licence.
- Other duties as required.

#### **3.2 Desirable**

- The ability to build and develop positive relationships with both internal and external clients.
- Intermediate to high level skills in Microsoft Office programs, as well as data management programs.
- The ability to confidentially maintain accurate records in accordance with BCHS procedures.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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### **4. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of three months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed as ongoing at the end of this period.

### **5. Performance Development & Review (PD&R)**

Each BCHS staff member is required to participate in the annual PD&R process. The PD&R will be based on the Position Role and Responsibilities and Key Selection

Criteria in addition to the relevant Team and Individual Work Plans and the following Performance Indicators.

#### **5.1 Self Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self satisfaction and professional growth.*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

#### **5.2 Communication & Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients.*

- Display your capacity for self awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

#### **5.3 Administration & Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

#### **5.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

**BENDIGO COMMUNITY HEALTH SERVICES**

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

**5.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide service delivery which meets program targets
- Demonstrate positive outcomes for clients through your group work and counselling interventions
- Show evidence of an integrated service delivery approach for clients

**6. Other Essential Requirements**

**Staff will:**

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury / Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Present a Working with Children ID card, if required for the position.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.
- Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

**7. Other Information**

- Recipients of Government funded departure packages in the last three years may be ineligible to apply.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

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 Approved: General Manager Sue McConnachie

Date: ...../...../.....

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 Approved: (name / position title)

Date: ...../...../.....