



POSITION DESCRIPTION

POSITION TITLE:	Alcohol and Other Drugs Team Leader /Counsellor
PROGRAM:	Counselling & AOD Services Program (CASP)
STATUS:	Full-time-Ongoing.
REPORTING TO:	Manager, Counselling and AOD Services Program (CASP)
LOCATION:	Our key sites are in South Yarra and Fitzroy. From time to time the incumbent may be out-posted to other VAC sites or out-posted to collaborating centres
CLASSIFICATION:	VAC-GMHC Employment Agreement April 2014 (SACS, Level 6)

1. ORGANISATIONAL ENVIRONMENT

The Victorian AIDS Council (VAC) was formed in 1983 as a central part of the Victorian community's response to HIV/AIDS. In 1986 the Gay Men's Health Centre was formed to address the broader health needs of the gay community. VAC aims to improve the health and social and emotional well-being of Victorian communities, with a particular emphasis on bringing the HIV/AIDS epidemic to an end.

VAC employs around 70 staff members, across various program areas. Staff member's qualifications range from social work and counselling to psychology and nursing. Strategies are in place to maintain a stable, motivated, and supported workforce, counselling and care coordination staff members have regular individual and group clinical supervision and a professional development program through regular team meetings and team building activities, and peer review meetings.

Our purpose

To reduce HIV transmissions in Victoria by promoting the health of gay men and of people living with HIV.

To work in partnership to improve health outcomes for the sexually and gender diverse community.

Our Vision

A future without HIV.

A world where all sexually and gender diverse people live with dignity, with equal rights, and participate fully in our society.

Our Mission

VAC leads the fight against HIV/AIDS in Victoria by providing care and support for people living with HIV, health promotion, and advocacy.

We advocate, with partner organisations, to improve health outcomes for sexually and gender diverse communities.

At VAC we:

Deliver HIV prevention, education and health promotion to gay men.

Provide services, support and advocacy for all people living with HIV.
Respond to emerging needs and developments in HIV prevention and care.
Support and promote the health and wellbeing of sexually and gender diverse communities.
Promote access to our services for these communities.

Our Goals

Decrease rates and impact of HIV.
Be recognised as a visible and trusted leader for our communities.
Lead through innovative and high-quality programs and services.
Be a strong, unified organisation.
Be a well-governed, financially secure, and sustainably-resourced organisation.
For more information on our organisation please visit our website www.vac.org.au

2. PROGRAM CONTEXT, ROLE & FOCUS

The Counselling and AOD Services Program (CASP) signifies the expansion of our specialist services to the LGBTI community, combining our long-standing counselling team with the recently established AOD team. CASP has more than 8 full time equivalent positions (FTE) and benefits from the contributions of a large pool of trained volunteers.

VAC's Services to the LGBTI community recognise the importance of specialist responses led by the LGBTI community for the community.

Our General Counselling Service provides counselling to individuals, couples, and families as well as a therapeutic group (s) program. Our state funded AOD service works collaboratively with our federally funded *Altered States* Project which aims to capacity build and train other health, mental health a community health professionals in LGBTI sensitivity practices for consumers who present with dual diagnosis conditions. The AOD treatment service includes; individual, couples and family inclusive practice (FIP) counselling and care and recovery coordination, CASP also delivers specialist AOD therapeutic group based programs. Evaluation strategies are in place to assess service development and implementation effectiveness.

The AOD Services includes two FTE in AOD Counselling and one FTE in AOD Care and Recovery Coordination. One of the AOD Counselling positions includes a 0.2 to 0.4 FTE allocation as Team Leader.

The AOD services align to the Victorian alcohol and drug treatment principles, using recovery-oriented approaches within the harm minimisation framework, acknowledging and building on people's own resilience and resources.

Our AOD Services will be based at sites in South Yarra, Fitzroy and Coburg, and out-posted services will be provided at other services according to client need. Our main counselling site is in South Yarra, from where we provide a range of services. We also have alternative sites in South Yarra and St Kilda and we provide out-posted counselling and support services from non-VAC sites in the catchment. Our AOD partner agencies premises in Coburg and Fitzroy will be used to provide counselling and care recovery coordination services in the Inner North. While face-to-face individual and group interventions will be the mainstay of the AOD Services, we will utilise other forms of service delivery (e.g., on-line) as an adjunct and according to the circumstances and needs of clients.

3. POSITION ROLE AND RESPONSIBILITIES

The AOD counselling service aims to support positive behavioural change in the AOD client through the delivery of evidence-based therapeutic individual counseling, therapeutic group programs and FIP interventions to clients and their families. Clients are classified as standard or complex. Services range

from a brief intervention/single session to extended periods of work. Client follow-up, post exit, is provided for standard clients.

The AOD Team Leader/Counsellor's role also includes ongoing liaison and partnering with other services in the organisation and with external service providers to facilitate client access to needed services, to support the realisation of positive health and well-being outcomes.

In addition to their duties as an AOD Team Leader/Counsellor has a key role in shaping the AOD service team, contributing to the development of CASP, and ensuring the AOD service engages meaningfully with other parts of VAC and makes best use of internal and external resources and opportunities.

Critical to the role is to understand the cultural issues and barriers that may face LGBTI community members who use alcohol or other drugs and to lead a culturally appropriate response.

Key roles and responsibilities of the AOD Team Leader/Counsellor position are as follows.

Therapeutic counselling

- Deliver high quality, evidence-based, therapeutic counselling interventions of varying duration and intensity to individuals, families and groups
- In collaboration with the client, and their family:
 - Determine details of the type and duration of counselling interventions required to address the therapeutic needs of the client, building on the treatment plan provided at intake and assessment
 - Deliver evidence-based psychosocial interventions including but not limited to brief interventions, cognitive behavioural therapies, community reinforcement therapy, contingency management, motivational enhancement therapy, social behavioural therapy and group work
 - Undertake exit planning
- Liaise with care coordinators regarding care planning, referrals, and client progress
- Make follow-up contact with standard clients at 3 and 12 months post treatment exit¹ to track their progress and support their re-engagement with AOD and other services and supports where this is needed
- Maintain the required clinical caseload
- Contribute to the design of group programs and provide co-facilitation of group programs, within the AOD Team Leader/Counsellor's area of expertise
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Achieve performance targets as set and work within Program guidelines
- Participate in AOD service activities aligned with accreditation processes.

¹ There are two possible classifications for clients, standard and complex. Follow-up for standard clients that exit treatment is part of the AOD Counsellor's role, while the care coordinator normally undertakes follow-up for complex clients.

- Work within VAC privacy policy and adhere to all VAC policies and procedures, including professional codes of practice

Capacity building

While the primary focus of the AOD Team Leader/Counsellor is the provision of specialist psychosocial interventions for clients and their families, a number of activities will arise in association with this role. There is an opportunity to promote appropriate sector and community responses to LGBTI clients with AOD concerns. Thus the AOD Team Leader/Counsellor's role also includes the following.

- Provide secondary consultation to providers who work with positive and/or LGBTI clients with AOD concerns, focusing on issues specific to the AOD Counselling Service client group and strategies for effective engagement with them in treatment
- Contribute to the development and delivery of training programs directed at building sector capacity, within the scope of the counsellor's expertise
- Contribute to the delivery of community education programs and resources aimed at building awareness of AOD issues
- Network with external organisations and proactively seek to partner in service delivery and advocacy activities

Professional liaison and consultation

The AOD Counselling Service provides an important opportunity for sector development and the AOD Team Leader /Counsellor will model and advocate for appropriate sector responses for clients with AOD concerns who may be LGBTI. The success of this aspect of the AOD Team Leader /Counsellor's role is dependent on productive and professional relationships with internal and external collaborators.

- Maintain effective and collaborative relationships with care coordinators and service providers (both internal and external to VAC) to ensure effective treatment pathways for clients
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners
- Participate in team planning, steering / reference groups and working parties both internal and external to the organisation, as appropriate to the service
- Act as a representative in forums, AOD sector network meetings as required and related interagency meetings as required
- Maintain regular communication and feedback with the Manager, CASP, to initiate and support ongoing service improvement

Leadership and participation

The success of the AOD Services relies on the energy, capacity, and contributions of staff members who operate in a supportive and learning environment. Staff members will engage, contribute, learn, and shape the services going forward.

- Lead and work collaboratively with the Team Leader, General Counselling, and the Manager, CASP, along with staff members from other parts of VAC, to implement operational processes that support service delivery in two catchments, across multiple sites, and as part of an integrated model of care that includes external AOD agencies and other health and community agencies
- Lead and work as part of CASP, contributing ideas and suggestions to support service

innovation and program development

- Work with management and staff members to enhance the provision of quality and effective AOD services and allied services that will benefit the client group
 - Provide individual and group Clinical Supervision to Altered States staff members, AOD Counsellors, AOD care coordinators, and volunteers
 - Work cooperatively with AOD Service staff members to plan, implement and regularly review professional development programs and supervision arrangements
 - Ensure professional codes of practice and ethics are in place and adhered to within AOD Services
 - Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training
 - Support student placement and volunteer programs and supervise students as requested
- Undertake other duties as directed in support of the organisation and its objectives

Operational management

- Monitor data collection, records management and reporting to ensure that they meet requirements of CASP and requirements of funding bodies
- Work with the Manager, CASP, to undertake recruitment, workload management, retention and performance review of AOD Counsellors and Care Recovery Coordinator
- Work with the Manager, CASP, to support the recruitment, workload management, retention, supervision and review of voluntary workers, including AOD counsellors and peer support workers
- Contribute to the development and maintenance of policies and procedures that reflect and guide the objectives and operations of the AOD Counselling Services

4. KEY SELECTION CRITERIA

Qualifications

1. Relevant tertiary qualification in health or community, such as social work, psychology, or counselling
2. Certificate IV in AOD, or willingness to undertake within the first 12 months of employment
3. Membership of a relevant professional association (e.g., AASW, AHPRA, APS)

Skills and experience

1. Knowledge of and experience with therapeutic counselling frameworks and practice, for example, motivational enhancement therapy, cognitive behavioural therapy, family inclusive practice, peer-led interventions, and community reinforcement approaches
2. Experience and competence in the design and delivery of face-to-face individual, family, or group counselling involving a diverse client group, preferably with LGBTI / AOD clients and their families
3. A knowledge of and interest to work with people from LGBTI communities, including people with AOD misuse issues, in a non-judgmental and respectful manner
4. Commitment recovery-oriented approaches within a harm minimisation framework, acknowledging and building on people's own resilience and resources.

5. Ability to convey warmth, openness, empathy and concern for the wellbeing of clients and their families
6. Highly developed oral and written communication, organisational and administrative / reporting skills
7. Experience in service planning and development, including service monitoring and evaluation
8. Experience in leadership in a comparable role
9. Capacity and willingness to contribute to a supportive and productive team environment
10. Demonstrated capacity to provide individual and group Clinical Supervision to staff members and volunteers
11. Experience in advancing external partnerships, with service providers and other stakeholders, to enhance care pathways and build sector capacity
12. Current driver's licence

Desirable

Demonstrated experience in one or more of the following areas:

- Peer support frameworks within LGBTI community
- Co-facilitation of group programs
- Counselling and support service delivery using telephone / mobile / on-line / other mechanisms
- Secondary consultation in a professional counselling role
- Design and delivery of training to professionals
- Working in effective collegiate relationships with external providers
- Systemic advocacy

5. CONDITIONS OF EMPLOYMENT

- Salary is paid under the Victorian AIDS Council Inc. And Gay Men's Health Centre Inc Employment Agreement, Social Worker Class 3 / SACS Level 6, \$71,607 to \$75,060 per annum, commensurate with experience.
- Salary packaging is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee. This arrangement is available while VAC continues to be granted "public benevolent institution" status and enjoys exemption from the provisions of the Fringe Benefits Tax (FBT). Should our status change salary packaging will no longer be available.
- Employer's contribution to superannuation (9.5%) will also be paid.
- Conditions of employment are as stated in the Victorian AIDS Council Inc. And Gay Men's Health Centre Inc Employment Agreement.
- The position is for 38 hours per week. Overtime is not paid; however it can be taken as time-in-lieu with prior approval from the Manager, CASP.
- Fridays are essential, other days are negotiable.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- VAC is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- VAC provides a non-smoking workplace.

- Membership of the appropriate union is strongly encouraged.

6. PROFESSIONAL SUPERVISION

VAC has a commitment to ensuring that counselling staff members receive high quality professional supervision on a regular basis. The AOD Team Leader/Counsellor is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of VAC, staff members need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@vac.org.au

For further enquiries please contact: Wendy Brokenshire recruitment@vac.org.au ph: 03 9865 6700

Applications close on: midnight Friday, 13th February 2016

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.