

**POSITION DESCRIPTION – Alcohol & Other Drugs (AOD) Counsellor****Part 1 – Expectations for Your Role**

Position	Alcohol & Other Drugs (AOD) Counsellor
Service / Program	Child, Youth and Family Wellbeing / Yarra Valley Support Services
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 5
Reports to	Program Stream Manager
Effective Date	June 2025

Key Deliverables

Provision of Treatment Services

- Provide high quality outreach engagement, assessment, treatment and support to individuals who access the AOD Program including counselling, case management, relapse prevention, brief intervention and group work.
- Provide a full range of recovery oriented therapeutic programs that are strength based, trauma informed utilising a range of modalities including, but not limited to:
 - o Motivational interviewing
 - o Mindfulness
 - o ACT
 - o Schema therapy
 - o CBT
 - o Other relevant counselling techniques
- Provide high quality counselling services to all clients including forensic clients

Service Development

- Contribute to the planning, implementation, delivery and evaluation of the program
- Build on and maintain referral and feedback pathways with local General Practitioners, Mental Health Services and other Health, Welfare and AOD providers
- Encourage strong community and sector connections to support improved coordination of service planning, delivery and review
- Coordinate care with other health and social services
- Participate in all planning, reference groups and working groups as required
- Work as part of a multi-disciplinary team, to contribute to the program and team development
- Maintain positive relationships with internal and external stakeholders

Organisational Management

- Contribute to the preparation of agency reports
- Maintain up to date case notes and progress notes including Trak Care
- Assist in building a culture of quality and innovation

Skills

- Well-developed communication and conflict resolution skills;
- Strong organisational skills with high attention to detail;



- Administration skills to complete compliance paperwork;
- Ability to demonstrate welcome, empathy and hope with all clients and stakeholders

Experience and Knowledge

- Demonstrated experience working with AOD clients both voluntary and mandated.
- Demonstrated experience in providing therapeutic counselling to clients with a co-existing drug and alcohol, mental health condition and Family Violence.
- Demonstrated knowledge and understanding of Harm Reduction principles and strategies, with particular understanding of relevance to clients with co-occurring conditions.
- Knowledge of the service system and the principles and models that underpin it, e.g. Minkoff & Cline; Harm Reduction, the recovery framework.
- Ability to manage complex presentations.
- Knowledge of, and ability with data systems and reporting requirements

Qualification/Registrations/Licences

- Minimum qualification Diploma AOD, looked on favourably Social Work, Psychology, advance dip in AOD, completed or completing competencies in dual diagnosis
- Current state-based driver's license

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally to Each locations.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.