Aboriginal Alcohol & Drug Service Inc.

The Aboriginal Alcohol & Drug Service Inc (AADS) located in East Perth, provides a holistic and culturally appropriate alcohol and substance misuse service for Aboriginal people living in the Perth metropolitan area.

We are seeking an applicant for the following:

Counsellor/Educator
ACO Award Level 5.1 - 8.1
Annual Salary $51,974.83-$65,423.54
The level of employment is dependent on experience and qualifications.

Additionally, as a public benevolent institution (PBI) we are able to offer you up to $16,050.00 cash value per FBT year ($30,000.00 grossed up) as a tax free component of your salary which significantly changes your expendable income refer to https://www.epacsalarysolutions.com/Public/default.aspx. The successful applicants will also be required to provide a current National Police Clearance (NPC) and Working with Children Check (WWCC). All applicants must address the position selection criteria as outlined in the Job Description.

What are we looking for:

• Experience working with Aboriginal people along with a comprehensive knowledge of Aboriginal culture.
• Knowledge and demonstrated understanding of alcohol and substance use issues and how they impact on Aboriginal people.
• Comprehensive experience and ability in developing, planning, promoting programs to the Aboriginal community.
• Experience in providing counselling and support services.
• Group work experience and the ability to work in a prison setting.
• Current ‘C’ class WA drivers licence.

Aboriginal and Torres Strait Islander people are encouraged to apply for a complete Information pack please link to AADS website http://www.aads.org.au/our-resources/employment-opportunities and download the information pack. Applications can be either emailed or posted to:

Dianne Kennedy - Coordinator of Program Delivery
Email: dkennedy@aads.org.au
P O Box 8105
Perth Business Centre WA 6849
Applications close on the 15 January 2016.
ABORIGINAL ALCOHOL AND DRUG SERVICE
POSITION DESCRIPTION

SECTION 1: OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: SEPTEMBER 2014

Position Description Number: 006
Job Title: AOD Counsellor/Educator
Section: AOD Programs
Classification Level: 6.1 to 8.1
Salaries Award: Aboriginal Community Organisation Award

SECTION 2: REPORTING RELATIONSHIPS

Responsible to: AADS 039, Co-ordinator Program Delivery
Staff reporting direct to this position: NIL

SECTION 3: KEY RESPONSIBILITIES

The AOD Counsellor Educator is responsible for:

- Providing counselling, education and support services to people presenting with alcohol and other drug problems.
- Initial assessment of the client and their presenting situation in order to develop an appropriate counselling and case management intervention plan.
- Providing support and culturally secure intervention strategies to Aboriginal people and families and work effectively with internal and external AADS stakeholders.
- Involvement in the AADS continuous improvement, identifying areas for improvement and proactively working towards these changes.
- Within the team, ensuring information flows effectively between staff.
- Maintain a set number of clients and case management plans.
- Undertake other duties as requested by Co-ordinator Program Delivery and/or Manager Program Development.
- Working with internal and external stakeholders and to provide counselling, education and services to Aboriginal clients with alcohol and other substance use issues from a culturally appropriate framework.
SECTION 4: CONTEXT AND SCOPE

Our Vision
To be centre of excellence, delivering best practice treatment of alcohol, drug and substance misuse amongst Aboriginal People

Mission
To provide fully integrated and holistic alcohol and other drug services, programs and strategies that prevent and treat harmful effects on individuals and families in a culturally secure environment that strengthens the mind, body and spirit.

Values
Our services and interaction with our clients and each other, will be underpinned by the following values and behaviours:

- Professionalism
- Confidentiality
- Non-judgemental
- Responsiveness
- Trustworthiness
- Innovativeness
- Compassion
- Culturally Sensitive
- Integrity
- Honesty, Openness and Transparency

ROLE OF THIS POSITION:

Responsible for providing counselling and education services to Aboriginal clients with alcohol and other substance abuse issues.

AUTHORITY LEVELS:

The occupant of this position has delegated authority to: Nil
SECTION 5: SUMMARY OF DUTIES

DUTIES:

1. COUNSELLING AND EDUCATION
   • Case Loads
     ➢ Maintain an average of forty (40) client contacts per fortnight to achieve a financial year total of eight hundred and eighty (880) client contacts.
     ➢ Attend and input into allocation meetings daily.
   • Occasions of Service
     ➢ 4 direct Occasion of Service per day Counselling/education sessions booked per day.
     ➢ All occasions to be prescheduled in outlook calendars including client contact details (Categorized Red).
   • Evaluations
     ➢ 100% SIMS Weekly Check in forms completed (Blue Form).
   • Client Assessment, prioritise needs in consultation with the clients and develop a holistic case management plan and provide a family sensitive approach.
   • Refer clients to appropriate support networks and agencies.
   • Use a holistic approach to counselling, treatment and therapy.
   • Advocate on behalf of the client, when dealing with various systems, community programs, agencies eg. DCP, DCS, Health.
   • Keep accurate, current case notes, statistics and other client records and files (data entry).
   • Provide support and advocacy to Aboriginal youth and families who are experiencing difficulties in regard to alcohol and other drug problems.
   • Visit clients at home, in hospital, rehabilitation centres or prisons when required.
   • Write court reports on behalf of clients and liaise with legal practitioners when required.
   • Support clients as they move through programs and services.
   • Support clinical staff when needed.
   • Work collaboratively with team members to support clients to move through the stages of change.
   • To ensure culturally appropriate resources are available for stakeholders.
   • Set high standards and be responsible for accurate data collection and client files.
   • Assistance with the induction of new staff.
   • To keep up to date with changing and new methods of AOD treatments.
   • Participate in professional development and training, and undertake clinical supervision when required.
   Other duties as required.

2. PROGRAM DEVELOPMENT AND DELIVERY
   • Work with AADS team members in the development, implementation and assessment of AADS Educational harm reduction programs for clients with alcohol and drug problems.
   • Record and report on client contact and project outcomes as required.
   • Support in the delivery of education programs within the community.
   • Attend forums and seminars as required.

3. RESOURCE MANAGEMENT
   • To have culturally appropriate resources for key stakeholders.
   • Set high standards and be responsible for accurate data collection and client files.
   • To keep up to date with changing and new methods of AOD treatments.
   • Participate in professional development and training, and undertake clinical supervision when required.
4. OTHER

- 103 Activity report vs. Timesheet Summary report must be checked/approved prior to submitting to Payroll Officer.
- Attend training and forums as required and/or directed.
- Contribute to the maintenance of a harmonious workplace, good industrial relations and compliance with Equal Employment Opportunity Legislation to create a workplace free from harassment and discrimination.
- Contribute to the maintaining a safe workplace in accordance with Occupational Safety and Health Legislation.
- Actively participate in all aspects of AADS Continuous Improvement.
- Attend all Staff Meetings.
- Be an appropriate role model for AADS staff and clients.
- Other duties as directed.

The occupant of this position will also be expected to comply with and demonstrate a positive commitment to the Values of AADS and the achievement of the highest level in Equal Employment Opportunity and Diversity Policy, Prevention of Bullying, Harassment and Discrimination in the Workplace, Occupational Safety and Health, Code of Conduct Policy, Customer Focus, and Confidentiality throughout the course of their duties.
### SECTION 6: SELECTION CRITERIA

#### ESSENTIAL:

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<tr>
<td>1.</td>
<td>Demonstrated experience in providing evidence based counselling and community development support to Aboriginal individuals, families and communities experiencing problems with alcohol and other drug use.</td>
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<td>2.</td>
<td>Knowledge and experience in providing programs for Aboriginal youth affected by co-occurring alcohol and other drug and mental health problems.</td>
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<td>3.</td>
<td>Extensive knowledge of Aboriginal culture, protocols, boundaries and experience working within the Aboriginal community.</td>
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<td>4.</td>
<td>Demonstrated experience in developing, planning, reviewing and implementing harm reduction prevention program for youth.</td>
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<td>5.</td>
<td>Ability to work with minimal supervision and as a part of a team.</td>
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<td>6.</td>
<td>Very good oral and written communication skills.</td>
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<td>7.</td>
<td>Experience in collecting data, analysing information and preparing reports.</td>
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<td>8.</td>
<td>Demonstrated organisational and time management skills.</td>
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<td>9.</td>
<td>Understand and adhere to the principles underpinning AADS Values.</td>
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#### ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS

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<td>10.</td>
<td>The occupant of this position will require the following prior to appointment:</td>
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<td>• Current ‘C’class WA driver’s licence</td>
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<td>• National Police Clearance</td>
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<td>• Working with Children Check (WWC)</td>
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#### Desirable

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<td>1.</td>
<td>Qualifications in a relevant discipline (Welfare, Community Services)</td>
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<td>2.</td>
<td>Experience working in a multi-disciplinary team environment.</td>
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<td>3.</td>
<td>Experience working with data management system.</td>
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<td>4.</td>
<td>Aboriginality is a genuine occupational qualification for this position (Section 50(d) Equal Employment Opportunity Act 1984).</td>
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SECTION 7: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the positions.

Name: __________________________

Position: Chief Executive Officer

Signed: _________________________    Date: ___________________

SECTION 8: OCCUPANT ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document, including the requirement to demonstrate a positive commitment to the Values of AADS.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE APPOINTED</th>
<th>SIGNATURE</th>
<th>DATE</th>
<th>DATE REVIEWED</th>
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<td>VACANCY DETAILS</td>
<td>Position Title</td>
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<tr>
<td>Position Location</td>
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<tr>
<th>PERSONAL DETAILS</th>
<th>Surname (Family Name)</th>
<th>Other Names</th>
<th>Preferred Name</th>
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<tr>
<td>Mr</td>
<td>Mrs</td>
<td>Ms</td>
<td>Miss</td>
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| HEALTH / DISABILITIES | Permanent Residency is a pre-requisite for appointment to permanent staff. Are you an Australian Citizen or Permanent Resident? | Yes | No |

| Mobile: | |

| HEALTH / DISABILITIES | A disability, injury or medical condition is NOT a barrier to employment. However to assist us in assessing opportunities for your placement in appropriate employment, please indicate whether you have a disability or injury likely to affect your work performance or a medical condition that may impact on your ability to undertake the duties of the position you have applied for? | Yes | No | If yes, please provide details |

| WORKERS’ COMPENSATION CLAIM | |

| WORKERS’ COMPENSATION CLAIM | Have you ever made a Workers’ Compensation Claim? | Yes | No | If yes, please provide details and specify whether you have any current claims |

| CRIMINAL CONVICTIONS | |

| CRIMINAL CONVICTIONS | Presence of a criminal history does not necessarily mean that you will not be hired as staff, or refused work as a volunteer or student on placement. Neither does a criminal history imply that a staff member will be hindered in their professional advancement within the Aboriginal Alcohol and Drug Service Inc. |

| CRIMINAL CONVICTIONS | Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before court? You do not need to give details of any conviction which you have had declared spent (Western Australian Spent Convictions Act 1988). | Yes | No | If yes, please provide details |

| DECLARATION | |

| DECLARATION | I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. | Signature: | Date: |
Thank you for your interest in making an application for a position at the Aboriginal Alcohol & Drug Service Inc.

A Job Description (includes duty statement and selection criteria) and an Application Form are enclosed.

For further information about the Aboriginal Alcohol & Drug Service please contact (08) 9221 1411 or email refer to the advertisement for the details.

OUR RECRUITMENT AND SELECTION PROCESS

The Aboriginal Alcohol & Drug Service Inc. is committed to ensuring a fair and equitable process in our recruitment decisions.

Key steps in the recruitment process include:

1. The Selection Panel assesses applications against the selection criteria and invites short listed applicants for interview.
2. Interviews are conducted.
3. Referee checks undertaken.
4. Selection report prepared.
5. All applicants notified.

SUBMITTING YOUR APPLICATION

If you are applying for more than one position you are required to submit a separate application for each position advertised.

Your application should include the following:

1. Completed Business - Application form (Attached)
2. Covering letter expressing interest;
3. Statement addressing all aspects of the selection criteria:
   a. treat each criterion separately
   b. explain how you meet the criteria
   c. include examples of events or projects where you have used the specific skill and knowledge;
4. Your Curriculum Vitae should provide the following information.
   a. List of academic and/or professional training.
   b. Description of your work experience and skills acquired starting with the most recent.
   c. Major accomplishments at work.
5. Referees:
   The panel will ask your referees how well they think you meet the requirements of the job. You should always advise your referees of the position and selection criteria required before nominating them in your application;
6. Photocopy(s) of your formal qualifications.

PROGRESS OF YOUR APPLICATION

Once applications have closed, all the applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Please note: The selection process can take some time.

Late applications will not be accepted under any circumstances.

CLEARANCE

The Aboriginal Alcohol & Drug Service Inc. requires all positions (paid and volunteer) to obtain a National Police Certificate, Working with Children Check and Department of Corrective Services criminal history check on or prior to commencement.

Applications are to be lodged as follows:

By email:

Reference to the advertisement for the details.

By mail:

“Confidential Job Application”
The Manager
Aboriginal Alcohol & Drug Service Inc.

PO Box 8105
Perth Business Centre WA 6849