



Health and Wellbeing AOD Counsellor

POSITION DESCRIPTION

Position Title	Health and Wellbeing AOD Counsellor
Unit	Health Services
Reports to	Health and Wellbeing Team Leader
Direct Reports	N/A
Hours of Work	38 Hours per week
Mode of Employment	Full-time
Award / Agreement	Health Professionals and Support Services Award [MA000027]
Classification	As per award, dependant on experience and qualifications
Remuneration	In line with above
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Hamilton & Heywood locations
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

The Health and Wellbeing AOD Counsellor aims to improve the social and emotional wellbeing of clients through providing support and advocacy to alcohol and other drugs clients and their families/carers.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Refer clients and carer to appropriate Health and Community Services
- Facilitation of AOD assessments, treatment and relapse prevention plans using a culturally safety, self-determining, holistic model of care.
- Work in collaboration with both external and internal Health and Community services to maximize health outcomes for individuals with drug and alcohol and cooccurring mental health conditions.
- Provide strategies to facilitate culturally appropriate service provision and access to Health and community services, Indigenous programs, and activities.
- Liaise with local, state, and national wide drug and alcohol/mental health issues to community groups.
- Facilitate and coordinate focused health promotion activities.
- Enter data into appropriate software package.
- Undertake training as required.
- Other duties as required within the scope of this role and coordinated through line manager.

3. WINDA-MARA VISION AND VALUES

OUR VISION

“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.

Our vision will be achieved by focusing on four themes.

“Mara” People	“Kooyoorn” Organisation	“Meerang” Country	“Culture” Culture
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OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

Professionalism	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.
Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.

Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
Effectiveness	Effective 'results orientated' services meeting the needs of the community.
Social Justice	Providing justice, equity, social equality, and human rights.

4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- Certificate IV in Alcohol and Drugs or a similar/relevant certificate to the role
- Knowledge and understanding of Health and Community services in the local area.
- Excellent interpersonal skills including counselling and therapeutic skill sets.
- Able to communicate effectively with a variety of people.
- Demonstrated ability to work independently as well as in a team environment.
- Strong verbal and written communication and computer skills
- Organisational skills: ability to prioritise, manage time effectively and work well under pressure.
- High level of accuracy with work produced and accurate data entry skills.
- Ability to deal tactfully and discreetly with confidential information.
- Punctual, professional, efficient, and approachable manner
- A sound knowledge and understanding of Aboriginal Culture, Values, needs, issues, and the ability to effectively communicate with Aboriginal community/people.

5. POSITION REQUIREMENTS

Y	Current Victorian Driver's License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

1. All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct.
2. All employees agree to act in a safe manner to provide a safe working environment.

3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

7. ACKNOWLEDGEMENT

I acknowledge that I have read and understand this position description. In signing the acknowledgement below, I agree to complete the inherent requirements of this role specified in the position description to the best of my ability and knowledge.

I acknowledge and agree that I will abide by the company's values, code of conduct, and policies and procedures.

Name	Signature	Date
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