



Position Title: Alcohol and Other Drugs Counsellor/Coordinator
Location: Ngaanyatjarra Lands
Reports to: Public Health Manager
Award: Aboriginal Community Controlled Health Services Award
Classification Administration Grade 7

Summary of Role

The role of the Alcohol and Other Drugs (AOD) Counsellor/ Coordinator will be to provide counselling, education and coordinate prevention strategies for the Ngaanyatjarra people as part of the Public health team. The position will support clients who self-report or who may be referred from Mental Health and clinical services along with health promotion strategies in a culturally appropriate and respectful manner.

This is a full-time Lands based position aimed at working with with clients, their families and the community at whole to reduce the harm and impacts of alcohol and other drugs on the lands. In delivering the AOD service you will support and work with local community workers to ensure services are undertaken in a malparara way, two-way learning, to meet the needs of the community.

Key Responsibilities and Accountabilities

- Provide high quality, culturally appropriate engagement, assessment, counselling, case management and support services to clients and their families dealing with alcohol and other drug issues.
- Development, implement and review client care plans
- Develop and facilitate group activities aimed at education and promotion in collaboration with other Ngaanyatjarra lands service providers
- Coordinate care and develop prevention strategies in partnership with key stakeholders and community members.
- Engage with community members to identify AOD needs and emerging issues and develop strategic plans to address.
- Play a lead role in the development and implementation of the volatile substance use (VSU) strategic plan
- Maintain appropriate record keeping processes in line with health service policies and funding agreements
- Support the development of written reports and funding submissions in line with work areas
- Support, mentor and coordinate community based workers to deliver AOD health promotion and community engagement.
- Attend meetings and participate in planning of health service delivery
- Maintain current professional knowledge and skills and undertake ongoing professional development relevant to the position
- Other relevant and lawful duties as requested

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| Approved By: | Public Health Manager | Revision No. | 001 |
| Date Approved: | July 2019 | Next Review Date: | February 2020 |

Selection Criteria

Essential

- Relevant qualification in alcohol and other drugs (such as a Cert IV or Graduate Diploma).
- Demonstrated high level of working knowledge and understanding of the drug and alcohol treatment sector and community support services.
- Understanding of harm minimization and reduction principles and ability to work with a recovery-oriented model
- Well-developed interpersonal and communication skills and the ability to work as part of a team
- The ability to work respectfully and creatively with a culturally and linguistically diverse client population, including Indigenous Australians.
- Current National Police Clearance, Working with Children Check – Western Australia and Western Australian drivers license or ability to obtain

Desirable

- Experience living and working in a remote Aboriginal community
- Experience in using Communicare (electronic patient record and management system)
- Four-wheel drive experience

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