

# DIRECTIONS ACT

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## Alcohol and Other Drug Counsellor

**Part Time Counsellor/Group Facilitator  
includes one evening per fortnight**

### POSITION DESCRIPTION

**Position Purpose:**

This position provides counselling and support to people experiencing alcohol and other drug related issues who access DIRECTIONS ACT services. Counsellors provide support on relationships, mental health, legal problems and other issues. The successful applicant will be able to effectively engage with people from all walks of life, have excellent professional boundaries, understand the systems, organisations and supports for people with alcohol and other drug issues and be able to work with a small team.

This position encompasses a family counselling role and includes fortnightly facilitation of the COMPASS family support group. Hours worked will be partly determined by the *evening* scheduling of this group.

The tenure for this position will be for an initial 6 month period, with the opportunity to extend if funding is available and the applicant is found to be satisfactory in the position.

All DIRECTIONS ACT services operate within a framework of harm minimisation and aim to minimise drug related harm and to promote self respect and dignity to all.

**Position Accountability:** Counselling Manager

**SALARY RANGE:** \$51,929 per annum pro rata  
plus 9% superannuation  
with the ability to salary package up to \$16,050

**Hours of Work:** **22.5hours per week**  
**(currently includes COMPASS Group facilitation)**  
Hours are flexible and will be discussed at interview

**Applications Due:** 5pm Monday 13 February 2012  
Email: [hr@directionsact.com](mailto:hr@directionsact.com)  
Delivery: 1 Bradley Street  
WODEN ACT 2606

**Further Information:** Contact Jason at DIRECTIONS ACT on **6122 8000**  
or email [jasonm@directionsact.com](mailto:jasonm@directionsact.com)

**Position accountability:** This position is accountable to the Counselling Manager

## DIRECTIONS ACT

### **Position description:**

- Undertake support, counselling, case management and referrals for individuals from adolescents to adults, who are experiencing alcohol and other drug issues, in line with appropriate confidential counselling practices, including compliance with the privacy act.
- Undertake counselling and support to individuals with alcohol and other drug issues using required screening and assessment tools.
- Provide referral pathways to appropriate services.
- Proactively advocate for clients as required.
- Attend case management conferences as required.
- Undertake outreach sessions into the community if required, following the policy and procedures of DIRECTIONS ACT.
- Attend staff and team meetings with the counselling team.
- Attend individual supervision and team supervision.
- Fortnightly clinic at headspace (Youth Dual Diagnosis Service)
- Work to ensure that clients and their families are supported using a whole agency approach where possible.
- Ensure accurate and up to date data collection and client files.
- Follow the policy and procedures of DIRECTIONS ACT.
- Undertake other duties commensurate with the position in consultation with the Counselling Coordinator and/or Manager and/or Executive Director.

### **Selection Criteria**

All applications must address the selection criteria. Please note that we will not consider your application if this criteria does not accompany your resume.

1. Effectively engage with people from all walks of life, and demonstrate a commitment to work with people affected by alcohol and other drugs in a non-judgmental manner with courtesy and respect, following the counseling methods of DIRECTIONS ACT
2. Relevant Tertiary qualifications and experience in Counseling or related field/and meets minimum Sector qualification requirements.
3. Well organised, self motivated and proactive approach.
4. Excellent communication and interpersonal skills.
5. Is able to work effectively with minimum supervision and coordinate with other workers as provided.
6. Understand the principles of harm minimisation.
7. Thorough understanding of Mental Health and Dual Diagnosis issues.
8. Experience in statistical collection and accurate reporting.
9. Current First Aid Certificate, must be sighted prior to commencement of employment.
10. Current full drivers license
11. Minimum 5 years of recovery (if applicable)

***DIRECTIONS ACT is a Non-Government Organisation Funded by the Commonwealth and ACT Government, all positions and employment agreements are subject to the availability of funding.***

## DIRECTIONS ACT

### **Employment at DIRECTIONS ACT**

DIRECTIONS ACT is a large non-government organisation which values the contributions of employees and strives to support people to achieve their own and organisational goals. Applicants are encouraged to read this information below and research this website in preparation for applying for a position at DIRECTIONS ACT.

#### **Applying for a Position**

When applying for a position it is important to note the following:

- We require all applicants to provide a clear and concise resume, 2 phone referees and to address the selection criteria for the position
- We do not accept unsolicited resumes or those without addressing the selection criteria for any position
- Your application must be received prior to COB on the closing date which is advertised in the advertisement, include a daytime contact number
- We are not a 'peer based' organisation. People who have past alcohol and drug issues are welcome to apply, however our policy is to employ people who have 3 years or more after recovery. In some teams where there is a perceived risk, this is extended to 5 years after recovery
- Every employee must complete a police check

#### **Training**

Under our contract with ACT Health all frontline workers are to have training and certification in Alcohol and Other Drugs, and that being the case, preference will be given to people with Alcohol and Other Drug Training

It is important to also note the following:

- If the successful applicant does not have Alcohol and Other Drug training, DIRECTIONS ACT will facilitate this training.
- Some training may be out of hours, including study time, and time in lieu, pay or overtime will not be paid for this time
- Employees are trained within the team environment in addition to other opportunities
- All new employees will complete a induction day, and be paid for that day
- Every employee is required to hold a current first aid certificate

#### **Interview**

- When arriving for interview, please ensure that you are 10 minutes early, to assist you if you need to complete work prior to interview, such as scenarios.
- The interview panel will expect that you are well prepared, have looked at the website and understand the principles of harm minimisation
- Also ensure that you bring copies of your qualifications
- Parking is available in the high rise parking adjacent to the building and is free under 2 hours
- Our address is: 1 Bradley Street (old Woden Police Station) WODEN ACT 2606
- Usually you will be informed within a week of interview whether or not you have been successful in your application

For further information phone Diedre Hobson, HR Coordinator, DIRECTIONS ACT on 6122 8000 or email [hr@directionsact.com](mailto:hr@directionsact.com)