



Role	Alcohol & Other Drug Counsellor
Award/Enterprise Agreement:	SACS Award
Classification/Grade:	Level 4, Classification 2
Reports to:	Manager, Health Promotion and Community Support
Supervises:	Nil
Internal Liaison:	Management and Executive Team All staff
External Liaison	Peak agencies Regional providers across health and social support sector
Job Status:	0.8FTE

About us

For more than 30 years, Northern District Community Health (NDCH) has worked to build healthy, inclusive, and connected rural communities. Our priority is ensuring our clients have the support they need to stay in their homes so they can continue to engage with, and participate in, their local community.

NDCH provides medical care, mental health support, chronic disease management, community-based programs and in home-based services to foster vibrant, healthy communities while providing rewarding career opportunities for passionate professionals.

Our service has grown to span the Gannawarra, Buloke and Loddon Shires and more recently extended into the Rural City of Swan Hill. With more than 140 employees and 170 volunteers, our service encompasses picturesque towns like Cohuna, Kerang, Boort and more.

Together, our team works to provide critical community health and preventative care services and support for rural communities. NDCH’s connection to local communities, coupled with our partnerships with regional health and community services, is what allows us to improve the health and wellbeing of people in the Loddon Mallee region.

Job Summary

Working within a team-based and multidisciplinary organisation, the primary purpose of the position is to provide a quality Alcohol and other drug counselling service in line with funding obligations and NDCH vision and values.

This is an opportunity to join a team where your skills and commitment to quality directly impacts the wellbeing and quality of people living in rural community.

Responsibilities

- Provide comprehensive assessment and re-assessment of client need, as well as the setting of client goals for treatment.
- Provide Alcohol & Other Drug Counselling services in the contexts of both voluntary and mandated clients.
- To utilise knowledge and skills to work collaboratively with a client to facilitate insight, change and growth using a goal focussed approach.
- To utilise skills and knowledge required to support people of all ages dealing with a range of issues including life transitions and relationships, addiction, abuse, mental health, and many other areas of health and wellbeing.
- To actively support a healthcare team approach to the client's care including GP.
- Support the most appropriate mode of delivery of service for the client, whether that is telehealth or face to face.
- Work within the Social Determinants of Health and the Recovery Model of Care
- Be an active participant of the Community Support Team intake.
- Be aware of current AOD referral pathways into the program, via ACSO, as well as support available post program.
- To refer those clients who can additionally or alternatively be best assisted by other services both within and outside NDCH.
- To promote healthy family relationships through education and community awareness.
- To inform and advise Management and your Team Leader on developments in the community counselling field relevant to the service.
- To maintain and submit statistical data in a timely manner and to prepare reports as requested.

Role Accountabilities

- Regularly report upon activity and quality of care as directed
- Maintain a standard of professional credentials and qualification to support quality care
- Conduct in line with NDCH values and a commitment to organisational purpose and vision.
- Participate in organisational priorities and activities as reasonably required and contribute to a positive and inclusive organisational culture.

What success looks like for this role?

- Appropriate academic qualifications in any of Counselling, Social Work or Welfare Studies.
- Past experience in providing Alcohol & Other Drugs counselling support to clients.
- Demonstrated interpersonal skills, strong verbal and written communication skills including ICT.
- Knowledge of, and commitment to, harm minimisation philosophy, community health policies, health promotion and early intervention
- Key knowledge of alcohol and other drug issues within the community
- A professional approach to work that includes effective time management and organisational skills to ensure all aspects of the role are completed.
- Demonstrated ability to work independently and as a member of a multidisciplinary team and to work cooperatively and effectively within and across teams, as well as across services, to enhance client outcomes
- Excellent communication skills – written (including ICT), verbal and presentation.

Selection Criteria

Capability	Description
Qualifications and Experience	<ul style="list-style-type: none"> • Appropriate academic qualifications in any of Counselling, Social Work or Welfare Studies. • The Victorian Alcohol & Other Drugs sector’s minimum qualifications standard, requires the counsellor to have attained the four core competencies in AOD work. The service will support the counsellor to complete the competencies. Recognition of Prior Learning (RPL) is applicable
Quality Care	<ul style="list-style-type: none"> • Commitment to continuous improvement and ongoing professional practice • Establishes and maintains professional networks across the region to support learning and development, peer supports and integrated care • Shares insights and learning with others to support a culture of continuous improvement and knowledge exchange.
Communication	<ul style="list-style-type: none"> • Shares information, best practice, data and/or insights across teams and locations; speaks openly and honestly about issues and works to reach constructive solutions • Actively listens when others are speaking and values the opinions of others; negotiates and engages effectively to gain support and agreement from others.
Accountability	<ul style="list-style-type: none"> • Accepts responsibility for self and team performance; identifies new ways of working and evaluates outcomes to learn for future improvement; seeks and provides feedback to guide self and team towards achieving identified objectives.
Collaboration	<ul style="list-style-type: none"> • Willingly cooperates and works collaboratively with individuals within own team, across Murray PHN, and externally; identifies opportunities for partnerships and knowledge sharing; identifies connections between roles to promote efficiency and best practice to achieve shared objectives.

Benefits

- **Remuneration:** staff are paid in line with Award agreements.
- **Employee wellness package:** access to our health and wellbeing program including EAP support for personal and professional assistance for you and your family.
- **Supercharged benefits:** unlock salary packaging and free parking.
- **Personal growth opportunities:** access an annual professional development budget, a staff mentoring program, in-house coaching, training and upskilling opportunities and leadership pathways through the Alliance of Rural and Regional Community Health.
- **Culturally inclusive workplace:** work in for an organisation where cultural awareness and recognition are fostered and celebrated.

Why chose NDCH.

At NDCH, we are driven by core values that shape our every action. We strive to cultivate a workplace where courage, inclusivity, and unwavering commitment are not just ideals, but integral to our daily operations. Here, diversity isn't just embraced - it's celebrated as a cornerstone of our success.

If you're seeking a new challenge, NDCH also offers professional development opportunities, including personalised mentoring and leadership programs.

Employee Signature

Manager Signature

Employee Name
(please PRINT IN CAPITALS)

Manager Name
(please PRINT IN CAPITALS)

Date

Date