



POSITION DESCRIPTION

Position:	Family Counsellor
Award:	Social, Community, Home Care and Disability Services Award
Reports to:	Program Manager Family Drug Help
Program Area:	Family Drug Help
Agency	Self Help Addiction Resource Centre Inc.
Hours:	15.2 hours per week
Duration of position:	To 30 th June 2020.

Introduction

The person employed in this position will be part of the Family Drug Help counselling team and have the responsibility of providing counseling support to both individuals and family groups dealing with the effects of drug or alcohol use in their family.

The position is funded by the Commonwealth Government through the South East Melbourne Primary Health Network (SEMPHN), and the incumbent will be required to work within guidelines as set for that program. The requirements of this position may change in line with necessary targets and reporting requirements, or the needs of the community.

SHARC – The Self Help Addiction Resource Centre is a community based service with a unique approach to helping people affected by substance use problems. SHARC combines mutual self-help and social support processes with professional therapeutic approaches to provide services in the field of the addictions.

SHARC's programs include residential rehabilitation services for young people and adults, help for families affected by substance use and gambling problems, and advocacy services for drug treatment service users. SHARC has earned a reputation as an innovative and successful service with a commitment to helping people to help themselves. SHARC is a self-help organization that places a priority on a positive, supportive, and productive work environment and people who thrive in this kind of atmosphere. SHARC services operate within an empowerment framework which



responds to the diverse needs of people who seek our assistance, and maximizes their opportunities for self-determination, mutual support and participation.

Mission Statement

To provide opportunities for individuals, families and communities affected by addiction and related problems to achieve meaningful, satisfying and contributing lives.

Position overview

- Provision of one to one and family group counseling sessions.
- Case management and referral as necessary.
- Liaison with other FDH programs to assist clients accessing FDH services.
- Provide referrals to other agencies/programs as appropriate in line with treatment goals.
- Contribution towards the development of all FDH services as requested.

Support may include assessment, counseling, case management and intake. The Counsellor will have a range of specialist skills and experience to reflect the diverse nature of the services to be provided to family members. Counseling services may be provided one night a week as part of the service delivery.

Occasional Saturday work (in lieu of another day for planning and community days), may be a requirement of the position.

All services will be delivered in accordance with the philosophy, aims, policies and procedures of the Family Drug Help and SHARC Inc.

Specific Duties and Responsibilities

- Intake and assessment of new participants to the counselling program via referral from other FDH programs and external referral sources.
- Provision of one to one and family group counseling sessions to those affected by someone’s substance use delivered in person, by telephone or online.
- Case management and referral to other services as necessary.
- Participation in formal quality improvement processes including accreditation.
- Participation in the overall planning and development of Family Drug Help services.
- Management of bookings, and maintenance of appropriate case records and service delivery records.
- The preparation of reports for the program as required by the FDH Manager.

- Contribution to the development of an up to date data base of appropriate services for relatives and friends.
- Coordination of after-hours security on Tuesday nights as required.
- Attendance at staff meetings, and participation in internal and external supervision when possible.

Key Result Areas

- The delivery of high quality counseling and referrals as necessary.
- Provision of timely and effective support to family members.
- Facilitation of links and cooperative partnerships with the alcohol and drug treatment sector and other professional organisations.
- Well developed time management skills
- Contribute to key performance indicators, including counselling targets.
- The keeping of accurate records to reflect service delivery, and the compiling of reports as required.

Key Selection Criteria

- Appropriate tertiary level qualifications in the allied health field including psychology, social work, or counselling.
- Membership of a professional body, or eligibility for membership.
- An understanding of the needs of families affected by drug or alcohol misuse.
- Experience in community based organisations.
- Knowledge of the alcohol and drug field and mental health services.
- Excellent engagement and assessment skills combined with the ability to deal with crisis situations and risk assessments.
- Experience in counselling individuals, couples and families with complex issues related to alcohol and other drug misuse, mental health issues, family violence and/or gambling harm.
- Demonstrated case management skills.
- Demonstrated understanding and knowledge of the key principles and practices required to effectively support family members dealing with complex personal issues
- Word processing and other computer skills.
- Demonstrated capacity to work independently and take initiative.

Desirable Selection Criteria

- A lived experience of being affected by a family member's substance use.



Other Information

An offer of employment will be subject to a confidential Police Check and Working with Children Check in accordance with SHARC's Criminal History Check policy (available on request).

Application Process

Applicants must address each item of the selection criteria. Applications close 5pm Friday 13th March.

Please send your application to:

Robert Campbell
Program Manager Family Drug Help
SHARC
140 Grange Road
Carnegie VIC 3163

Or email to

rcampbell@sharc.org.au