

Employee Position Description

Position Details		
Position Title: Medication Support and Recovery Service (MSRS) Counsellor	Department: Alcohol and Other Drug Services	Agreement: Community Health Centre (Stand Alone Services) Social and Community Services Multi Employer Certified Agreement (2013-2015)
Reports To: AOD Manager	Location: Hawthorn	
Direct Reports: Nil.	Employment Status: Part Time or Full Time	Classification: Social Worker, Class 2, Year 3, Level 4 Pay Point 4 (SACS Modern Award)
Position Primary Purpose		
<p>Organisation Background: AccessHC is a community health service operating in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services. We are a not for profit organisation with caring at its centre. Our mission is to build healthier lives together with our communities and deliver excellent health services for all. Our main priority is improving the quality of our clients' lives, through health education, health promotion and the delivery of integrated services.</p> <p>Medication Support and Recovery Service The Eastern Melbourne Primary Health Network (EMPHN) coordinates localised responses to AOD issues in the Eastern region. The Medication Support and Recovery Service (MSRS) was commissioned by the EMPHN to respond to issues such as avoidable hospital admissions relating to AOD use and avoidable deaths due to AOD overdoses. The MSRS provides a range of specialized services for individuals and families affected by pharmaceutical dependence and misuse across the EMPHN catchment. The MSRS program consists of a multidisciplinary team, employing clinicians from a range of diverse professional backgrounds. The MSRS Counsellor will sit in the broader Alcohol and Other Drug service at Access Health & Community, supported by the Manager and Senior Clinician.</p> <p>AccessHC Alcohol and Other Drug Services The Alcohol and Other Drug Service at AccessHC offers a number of specialist AOD services to the community, funded by the State and Federal Government. We provide a range of different support services, including but not limited to: individual and family counselling, care & recovery co-ordination, youth AOD treatment services, brief interventions, forensic treatment services, Needle and Syringe (NSP) programs and peer support services. As an AOD service based in a community health centre, we are also able to link our clients with a range of free and low-cost health services, including GPs, nurses, allied health and dental services.</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Connect4Health Consortium

AccessHC is the lead agency of the Connect4Health consortium, a partnership of the three community health services in the Inner East; Access HC, Carrington Health and Link Health and Community. The Connect4Health mission is to improve the health and wellbeing of our four communities, by reducing the burden of disease through collaborative effort. There is a strong commitment to combined purpose and accountability in this model, and we are proud to have taken this important step.

Position Summary:

The **MSRS Counsellor** will work with individuals and families affected by pharmaceutical misuse in the EMPHN catchment, including those who also misuse or are dependent on other substances (e.g. illicit drugs/alcohol). MSRS services employ a strengths-based, client-centred and family inclusive approach to substance use. The clinician will use a dual diagnosis framework and 'no wrong door' approach to engaging with people presenting to our service. Therapeutic interventions may include: brief interventions, psychoeducation/overdose awareness, motivational interviewing, mindfulness, acceptance and commitment therapy (ACT), cognitive behavioural therapy (CBT), harm reduction and relapse prevention.

The main components of this role include:

- Providing clinical assessment and treatment services to clients affected by pharmaceutical misuse (including prescription and over-the-counter medications)
- Facilitating referrals into the program via clinical intake, and referral pathways with external agencies.
- Developing collaborative individual treatment plans and making referrals to support the client's goals regarding their pharmaceutical misuse.
- Providing therapeutic counselling for MSRS clients, using evidence-based treatments and a dual diagnosis framework.
- Supporting clients to reduce the risk of overdose and other harms relating to pharmaceutical misuse.

There is a small component of brief intervention, clinical intake and care co- ordination work in this position. This role may require some after-hours service delivery.

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Decision Making Authority	Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Based on the assessment of client needs, determine and support safety and harm reduction, whilst establishing client goals in counselling. Formulation of care plan and counselling and/or case management responsibilities in conjunction with Senior Clinician 	<p>Internal</p> <ul style="list-style-type: none"> Engage in regular clinical supervision with Senior Clinician Engage in monthly operational supervision with AOD Manager Liaise with any other Access HC team members involved in client care (e.g. Mental Health team, GP, Dental Services). Senior Clinician and Manager <p>External</p> <ul style="list-style-type: none"> Liaise with any other external stakeholders involved in client's care (e.g. Office of Corrections, DHHS, NDIS Support or other support services).

Key Accountabilities	
Focus Areas	Responsibilities
<p>Clinical intake and assessment</p>	<ul style="list-style-type: none"> Conduct high quality comprehensive and client-centred assessment (including risk assessment) of clients presenting to the Medication Support and Recovery Service, using Department of Health and Human Services AOD assessment tools and other relevant assessment tools and outcome measures as appropriate Conduct screening for mental health and other co-occurring conditions where appropriate Participate in clinical intake and allocation processes including supporting intake/referrals for the service
<p>Treatment planning and addressing client needs</p>	<ul style="list-style-type: none"> Develop collaborative treatment plans with clients and families based on a comprehensive assessment to support treatment goals and recovery Facilitate and conduct referrals to other health, mental health, pain, AOD and welfare support services (including residential withdrawal, rehabilitation and supported accommodation)

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Key Accountabilities	
Focus Areas	Responsibilities
Therapeutic interventions	<ul style="list-style-type: none"> • Provide therapeutic counselling using evidence-based approaches, such as Cognitive Behavioural Therapy (CBT), Acceptance and Commitment Therapy (ACT), motivational interviewing and mindfulness based therapies • Where appropriate, provide treatment of mild-moderate mental health concerns (such as anxiety/depression) in conjunction with treatment of substance use problems • Work collaboratively with clients, families and significant others to support treatment goals and recovery • Provide brief intervention, crisis management and relapse prevention to clients as required
Collaboration with other stakeholders	<ul style="list-style-type: none"> • Work within a collaborative care-team approach and participate in service coordination practices with other professionals, supporting the clients' journey through relevant treatment services • Participate in case allocation, case review and discharge planning processes as required • Provide secondary consultation, advice and recommendations to internal and external stakeholders where required • Contribute to capacity building activities with external service providers to help increase capacity within the region as well as develop referral pathways.
Documentation and administration	<ul style="list-style-type: none"> • Manage and meet individual performance targets as required for funding purposes, provide accurate and up -to-date client records and targets each quarter • Maintain high quality clinical case files and related data recording as per program requirements, including accurate and thorough documentation of clinical risk incidents • Administer clinical review and outcome tools with clients at assessment, review and discharge • Contribute to the planning, development, delivery and evaluation of the service model and program development where required • Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, pain specialists, hospitals, mental health services and other AOD providers)

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Represent the service as required in a professional, courteous and empathic manner • Participate in clinical review, case conferencing, intake and allocation meetings within the Alcohol and Other Drug team as required • Conduct reviews and discharge planning and liaise with the Manager/Clinical Lead as appropriate • Contribute to the planning, development, delivery and evaluation of the AOD service model at AccessHC and ECADS • Build on and maintain networks and referral pathways with relevant internal and external stakeholders (for example, General Practitioners, mental health services and other AOD providers) • Work as part of a multi-disciplinary team to contribute to service and team development and the promotion of the consortium and its services • Participate in other program development and project work as required • Actively participate in individual and group clinical supervision with the Clinical Lead/Manager
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence. • Actively participate and contribute to AccessHC service integration activities as requested by the Manager • Participate in shared care plans in collaboration with internal services and external agencies as required
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria

Standard selection criteria items

- Police Check
- International Police Check (if applicable)
- Working With Children Check
- Professional Registration
- Driver's Licence

Qualifications, registrations and experience

- Tertiary qualifications in Alcohol and Other Drugs or related discipline or a minimum of 3 years demonstrated experience working in the AOD sector
- Recognised tertiary qualifications in psychology, social work, mental health nursing, counselling or related field, with demonstrated skills, training and experience in therapeutic counselling interventions.
- Demonstrated understanding of AOD and dual diagnosis treatment principles. Skills and experience in a range of AOD interventions relating to the misuse of pharmaceuticals and other substances (including assessment, brief intervention, risk assessment and management, family support, therapeutic counselling and case management/care coordination).
- Demonstrated understanding of pharmaceutical overdose, including clinical risk assessment and management, overdose awareness, pharmacotherapy treatment options and harm reduction principles.
- Demonstrated service co-ordination practices with internal and external service providers (including primary health/medical sector) and the ability to provide holistic care for clients presenting with a broad range of substance use and psychosocial needs.
- Demonstrated skill and experience in clinical risk assessment and management.
- Specific experience delivering family-focussed interventions (such as family single sessions or family counselling) and group programs. (Desirable)
- Medicare Registration Provider number (Desirable)

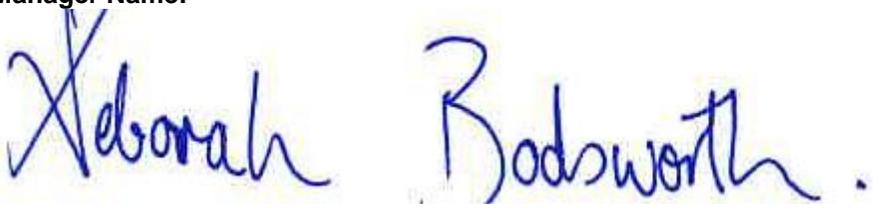
Key skills and attributes

- The ability to maintain high level clinical assessment documents, client records, reports and case notes
- Well-developed interpersonal and communication skills and the ability to work both autonomously and as part of a team
- The ability to work respectfully and creatively with diverse populations, including Indigenous Australians, CALD communities and the LGBTIQ community.
- Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds
- Commitment to continuous quality improvement and health promotion principles
- Effective time management and prioritisation skills
- Well-developed presentation and report writing skills
- High level of accuracy and attention to detail
- Strong analytical and problem solving skills
- Demonstrated ability to work in a team environment
- Demonstrated behaviours consistent with AccessHC values
- Proficiency in Microsoft Office and relevant software applications

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AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name:  Signature: _____ Date: 13 / 05 / 19

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