

Position Description

Counsellor: The Buttery Private



Position summary

Reporting to the Coordinator, the Counsellor's role involves guiding and supporting a small group of participants through the treatment program in The Buttery. The Buttery Private is a social enterprise of The Buttery using best-practice psychological techniques to bring about lasting change. It is based on The Buttery's very successful mental health and substance misuse treatment programs which for decades have been helping people achieve proven results.

Organisational relationships

Direct reports: Nil

Internal and external relationships

Internal relationships involves participant, team and staff engagement and collaboration. External relationships may include families and carers, Primary Health Network professionals, clinicians, GP's, agents for housing, Community Mental Health Service Providers and the broader community

Responsibilities	Outcomes
Counselling and group work	
Support new participants and provide guidance on the program.	Admission procedures for new participants are supported.
Guide participants through the treatment program utilising individual treatment plans.	The assigned participants have regular one on one counselling sessions.
	Crisis intervention and supportive counselling are facilitated using principles of CBT, Compassion Focused Therapy, Schema Therapy, Mindfulness and Exposure Therapy.
Facilitate regular educational, recreational and psycho-educational counselling groups.	Group workshops are facilitated.
Provide a highly professional, ethical and respectful standard of service to participants.	Feedback from participants indicated that the relationship is respectful and professional.
Monitor the progress of participants with regard to carrying out personal and community responsibilities.	Participants are supported to participate fully in the community.
Organise, implement and participate in outings.	There is participation in outings and support is offered to participants to ensure safety and wellbeing.

Responsibilities	Outcomes
Ensure that rules are adhered to so the clients and staff are safe.	Action is taken when rules are breached.
Organise a follow up wellbeing plan.	A follow up wellbeing plan is provided to all participants.
Follow up with participants after they leave.	Participants are contacted by phone/videoconferencing after they complete the program to support them to apply learnings.
Practical support	
Support correct medication administration.	Medication distribution is supervised and recorded. Any changes to reduce medication is monitored and recorded.
Transport participants to appointments.	Participants are transported to appointments in a safe and timely manner.
Manage urine collection procedures.	Urine collection procedures are managed, as required.
Provide referral and support if a participant leaves before the end of the program.	Referrals are made to other services such as etc., to ensure participants who cannot finish the program are given support.
Administration and reporting	
Maintain participant files and undertake other administrative tasks as required.	Accurate case notes/participant files/paperwork/data input/reports are maintained and updated.
Organise program schedules in consultation with the Coordinator.	Program schedules are organised and followed and any issues are discussed with the Coordinator.
Collect data to support future programs.	Sufficient data is available to ensure there is evidence of the program's effectiveness
	There is participation in research projects as required.
Provide support, secondary consultations and referral information as appropriate.	Referral information, documents, discharge summaries are supplied as appropriate.
Team support	
Participate in peer and clinical supervision processes.	There is adequate preparation and active participation in peer and clinical supervision.
Participate in informal and formal case conferences, staff meetings and planned meetings.	There is active contribution in meetings to reach key program and clinical decisions.
Work autonomously and as part of a team.	A strong work ethic, respect, punctuality and commitment to service is demonstrated to ensure all team members are well supported.
Representation and Networking	
Develop and maintain a working knowledge of AOD and other relevant agencies/services.	Constructive relationships with key stakeholders are developed and maintained.
	There is active liaison with relevant agencies and other service providers.

Responsibilities	Outcomes
Represent the organisation positively in public forums.	<p>There is attendance at conferences, peak body meetings and symposiums.</p> <p>Presentations about the program are made as required.</p>
Attend interagency networking groups as directed.	There is attendance at Practitioner events.
General	
Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment.	<p>There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directives and compliance with pandemic directives including COVID vaccination.</p> <p>Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator.</p>
Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and safety and that of others who may be affected by your conduct.	The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and resilience. Clinical supervision or other supports are utilised, when needed.
Be compliant with codes, guidelines, policies, procedures, legislation and Standards and proactively engage with Buttery continuous quality improvement.	<p>Codes, guidelines, policies, procedures, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported.</p> <p>All mandatory training programs and team meetings are attended.</p> <p>There is mandatory reporting of any suspected incidents of child abuse.</p>
Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace.	<p>Interactions with colleagues, participants and stakeholders are undertaken in a courteous manner.</p> <p>Cultural and linguistic diversity is taken into consideration.</p> <p>There is positive feedback from others regarding your interactions.</p>
Other duties relevant to the role as requested by the Coordinator.	

Selection criteria

Qualifications and checks

- Tertiary qualifications in counselling, social work, psychology or AOD
- Current and valid Driver's Licence
- A satisfactory Criminal Record Check and Working with Children Check
- Current First Aid certificate and current COVID vaccination

Professional skills and experience

- A strong commitment to psychosocial rehabilitation with the ability to counsel people using the principles of CBT, Compassion Focused Therapy, Schema Therapy, Mindfulness and Exposure Therapy
- Demonstrated experience coordinating care for persons with complex support needs including workplace trauma, stress, anxiety, depression and substance abuse
- Experience in delivering education and training programs to groups and individuals
- Computer literacy in MS Office, video conferencing applications e.g., Zoom and a variety of databases
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

Interpersonal skills

- Self-reflective and the ability to review own work practices
- Well-developed self-management skills to cope with complex cases and manage stress.
- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of health and resilience to fulfil the demands of the role

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment.

I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____

Name _____ Date _____