



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614936
Division:	Pilbara	Title:	Aboriginal Counsellor/Educator
Branch:	Pilbara Mental Health and Drug Service	Classification:	HSO Level G-4
Section:	Pilbara Aboriginal Drug and Alcohol Program	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Manager Pilbara MH Drug & Alcohol Classification: HSO Level G-10 Position No: 613458	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title Clinical Nurse Specialists Senior Health Professional MH Community M/H Triage Officer Counsellor/Educator
Responsible To	Title: Team Leader MH Drug Service Team Classification: HSO Level P3 Position No: 613363	
This position	Title: Aboriginal Counsellor/Educator Classification: HSO Level G-4 Position No: 614936	

Positions under direct supervision:		← Other positions (indirectly) under control:	
Position No.	Title	Category	Number
	Nil		

Section 3 – KEY RESPONSIBILITIES

Provide assessment, counselling and referral services to Aboriginal people in relation to alcohol and other drug related problems. Provide specific screening assistance and AOD education for the 'Work ready' program and other RPA partners.

WA Country Health
Service- Pilbara

24th November 2016

REGISTERED

TITLE	Aboriginal Counsellor/Educator	POSITION NO	614936
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice - valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL SERVICE DELIVERY		45
1.1	Provides individual and family counselling/support to people (mandated and voluntary clients) with alcohol and drug problems.		
1.2	Develops and delivers community alcohol and drug treatment programs relevant to Aboriginal people and the broader community.		
1.3	Provides support to other human service providers in the management of Aboriginal substance use issues under supervision.		
1.4	Provides and facilitates shared case management with PMH&DS and other human service providers under supervision.		
1.5	Maintains clinical documentation on client treatment.		
1.6	Participates in multi disciplinary case conferences and team meetings.		
1.7	Ensures collaboration with relevant stakeholders including Mission Australia, DEWR, AMS, Mental Health and Health Service workers.		
2.0	COMMUNITY SERVICE DELIVERY		25
2.1	Ascertains needs in relation to Aboriginal substance use issues with community organisations and human service providers		
2.2	Responds to relevant community requests and facilitates community access to resources as they relate to substance use issues.		
2.3	Disseminates information where appropriate on non-government or government funding priorities in the Pilbara regions in consultation with the Coordinator.		
3.0	EDUCATION AND TRAINING		25
3.1	Assists in the development and facilitation of culturally appropriate training programs for Aboriginal human service providers and Aboriginal communities in the management of substance use.		
3.2	Organises, provides and evaluates community alcohol and drug education programs.		
3.3	Assists with and supports student placements when required.		
3.4	Updates professional knowledge and skills including participation in staff development programs.		
4.0	OTHER		5
4.1	Maintains and documents statistical records of clinical treatment, professional consultation, education and training activities relevant to the evaluation and reporting requirements of the service.		
4.2	Provides reports and statistics to the Senior Counsellor/Educator as required.		
4.3	Responsible to the Coordinator of the Pilbara Community Drug Service Team and contributes to the development and function of the team.		
4.4	Other duties as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Pursuant Section 50 of the Equal opportunities Act 1984, this position is restricted to applicants of Aboriginal Descent.
2. Demonstrated experience in the counselling of individuals, families and communities with alcohol and drug related issues.
3. Experience and knowledge of working with Aboriginal people in responding to substance abuse issues.
4. Demonstrated knowledge and understanding of working within the framework of harm minimisation.
5. Experience in community service development, education and prevention in relation to substance use.
6. Well-developed communication skills written and oral.
7. Ability to work with minimal supervision.
8. Possession of (or eligible to possess) a current C or C-A Class drivers licence.

DESIRABLE

1. Tertiary qualification in social, behavioural or health related field.
2. Certificate or other qualification in Addictions/Aboriginal Social Health.
3. Experience in Working in remote communities.
4. Current knowledge of Equal Employment Opportunity, Occupational Health & Safety, Disability Services principles and practice.

Section 6 – APPOINTMENT FACTORS

Location	South Hedland	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	District Allowance if applicable, Annual Travel Concession if applicable, One week additional Leave for above the 26 th parallel, Air conditioning subsidy if applicable. Appointment is subject to: <ul style="list-style-type: none"> • Pursuant Section 50 of the Equal opportunities Act 1984, this position is restricted to applicants of Aboriginal Descent • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Current C or C-A Class drivers licence • Successful Pre- Placement Health Screening clearance • Successful Working with Children clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



Signature and Date:
Manager Pilbara MH Drug & Alcohol



Signature and Date:
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

