

## ALCOHOL & OTHER DRUGS COUNSELLOR

This document is subject for review from time to time

<b>POSITION TITLE:</b>	Alcohol & Other Drugs Counsellor
<b>REPORTS TO:</b>	Team Leader
<b>OTHER INDIRECT REPORTS:</b>	Clinical Manager
<b>LAST UPDATED:</b>	April 2019

<b>NATURE &amp; SCOPE</b>	
Higher Ground is a secular charitable trust formed to provide voluntary residential programmes for the social and psychological rehabilitation of people with alcohol and other drug dependencies. The Trust provides a therapeutic environment such that, after completion of the programme, the client is able to cope with daily living without the need for mood altering drugs.	
<b>PURPOSE</b>	
<ul style="list-style-type: none"> <li>• To implement and deliver Higher Grounds therapeutic programme</li> <li>• To provide a high standard of counselling and support to individuals who want to overcome severe dependency to alcohol and other drugs</li> <li>• To maintain professionalism at all times and to ensure the most effective delivery of treatment to clients</li> </ul>	
<b>KEYS TASKS</b>	<b>RESPONSIBILITIES</b>
Establish a relationship of trust and respect with clients:	<ul style="list-style-type: none"> <li>• Create sufficient stability to begin the process of treatment and to formally diagnose the presenting problems</li> <li>• Actively listen to client concerns and empathise with their position</li> <li>• Help clients towards a deeper understanding of their concerns/issues. Encourage clients to talk about issues they feel they wouldn't normally be able to share with others</li> <li>• Help clients to make decisions and choices regarding possible ways forward</li> <li>• Provide and maintain a safe and supportive environment at all times</li> </ul>
Implement rules and guidelines described in Higher Ground's Pathways Manual:	<ul style="list-style-type: none"> <li>• Explain Higher Ground rules and guidelines to clients</li> <li>• Act as a positive role model</li> </ul>
Facilitate group work and counselling as described in Higher Grounds Pathways Manual:	<ul style="list-style-type: none"> <li>• Design and implement individual treatment plans for clients</li> <li>• Design and implement group treatment plans</li> </ul>
Oversee allocated area of responsibility:	<ul style="list-style-type: none"> <li>• Supervise specific area in treatment programme E.g. certain area of the house or part of the treatment programme</li> </ul>
Attend team and staff meetings:	<ul style="list-style-type: none"> <li>• Prepare for team, staff and House meetings</li> <li>• Participate in decision making process when appropriate</li> </ul>
Maintain records of treatment:	<ul style="list-style-type: none"> <li>• Make entries in case notes when appropriate</li> <li>• Continually evaluate clients progress through treatment</li> </ul>
Higher Ground Students:	<ul style="list-style-type: none"> <li>• Support, mentor and supervise students of Higher Ground</li> </ul>
Outside Agencies & Individuals	<ul style="list-style-type: none"> <li>• Liaise, as necessary, with agencies and individuals on behalf of the clients</li> </ul>

<b>SUPERVISION</b>		
<ul style="list-style-type: none"> <li>• Attend individual case management supervision provided through the Team Leader.</li> <li>• Attend staff group supervision.</li> <li>• Attend up to 10 sessions per year with an approved External Supervisor for a full time AOD Counsellor (Staff working 4 days or less per week will be allocated a reduced amount of sessions)</li> </ul>		
<b>ATTRIBUTES</b>	<b>ESSENTIALS</b>	<b>DESIRED</b>
Education & Qualifications	<p>A mandatory minimum requirement is to hold a qualification at level 7 one of the following disciplines:</p> <ul style="list-style-type: none"> <li>• Psychotherapy</li> <li>• Psychology</li> <li>• Mental Health</li> <li>• Alcohol &amp; Drug Studies</li> <li>• Counselling</li> <li>• Social work</li> </ul> <p>A further mandatory requirement is to hold the following:</p> <ul style="list-style-type: none"> <li>• First Aid Certificate – training will be given to bring a person up to the required standard</li> <li>• MAPA Certificate – training will be given to bring a person up to the required standard</li> </ul>	
Current Registration	A mandatory minimum requirement is to hold a current DAPAANZ or other HPCA registration	
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Previous experience working in rehabilitation and with people who are alcohol and/or drug dependent</li> <li>• Knowledge of the “12 Step” programme</li> <li>• Individual, Group and Family counselling experience</li> <li>• Proficient user of basic computer applications for the execution of daily project operations</li> </ul>	Is able to speak Te Reo Maori, Samoan, Chinese or another language other than English
Personal Attributes	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Is able to exhibit a high level of confidentiality and integrity when dealing with sensitive information</li> <li>• Able to work as part of a team</li> <li>• Has a positive attitude</li> <li>• Ability to work and maintain professional helping relationships with clients that respect their individuality and culture</li> <li>• Maintains high expectations of all clients that value and promote their rehabilitation</li> <li>• Demonstrates highly effective communication skills when interacting with clients, colleagues and family/whanau</li> <li>• Displays ethical and responsible behaviour</li> <li>• Demonstrates a high level of commitment to every clients well-being and social competence</li> <li>• Demonstrate a wide range of approaches that facilitate all clients engagement in rehabilitation</li> <li>• Is an advocate of high quality health and safety practice and proactively seeks and works to eliminate identified health and safety issues/hazards</li> </ul>	
Personal Recovery	2 years continuous abstinence (for those with a personal history of alcohol and other drug dependence)	

<b>PROFESSIONAL DEVELOPMENT</b>
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| <ul style="list-style-type: none"><li>• Assume responsibility for own professional development and continuing education</li><li>• Establish annual goals, objectives and performance targets with the Team Leader</li><li>• Attend educational opportunities relevant to the role</li><li>• Participate in continuous improvement activities across Higher Ground</li></ul> |
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<b>PERFORMANCE APPRAISAL</b>
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| <ul style="list-style-type: none"><li>• The Counsellors performance is measured against their position description and procedures set out in the relevant sections of Higher Grounds manuals that relate to the areas of responsibility and authority.</li><li>• The Clinical Manager or Team Leader will appraise the Counsellor's performance annually.</li></ul> |
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