



JOB DESCRIPTION

Job Title	Evening / Weekend Counsellor (Casual)
Reports to	Program Operations Manager
Hours of Work	Casual hours as agreed between POM and casual staff member
Key objectives of role: <ul style="list-style-type: none">- Ensure clients attend the South Pacific program as per the schedule- Provide general supervision and ensure the rules are upheld during these hours- Attend to clients who require additional support and/or at risk of leaving	
Key Responsibilities and Tasks: <ul style="list-style-type: none">- Facilitate lectures, groups and workshops as per program schedule- Ensure clients attend the South Pacific program as per the schedule.- Provide general supervision of the unit and monitor the client community- Address behavioural issues (utilising client monitoring contracts / hourly sign-in's etc.) as required- Attend to clients who require additional support as well as conduct check-in's with clients as per their primary therapists request- Take clients on the daily therapeutic walk adhering to relevant policy- Support Eating Wellness Clients as per EW program guidelines- Support clients doing homework (especially those working on timelines)- Take clients to their aftercare meetings promoting the 12-Step program as well as adhering to Driving policy- Conduct Orientation each day as per Orientation guidelines- Ensure clients on Sign-In's adhere to the conditions of the intervention, provide support and follow up with non-compliance as required- Complete written handover of shift highlighting:<ol style="list-style-type: none">1. Clients who required support / interventions as well as those on Sign-In's2. Comment on community dynamics (i.e. tidiness of bedrooms, noise levels, general cooperation etc.)3. Any other significant information	
Standard organisational wide responsibilities: <ul style="list-style-type: none">- To participate in the SPP Quality Improvement Program, the SPP Workplace, Health and Safety Program, and the Risk Management Program as per policy and NSQHS requirements- To meet all staff learning and development requirements as specified by SPP Policy and NSQHS requirements- To conduct all practices with economic efficiency- To integrate the values, mission and culture of SPP into all aspects of professional practice	
Qualifications/experience/personal attributes: <ul style="list-style-type: none">- Minimum Certificate IV in counselling, welfare or related field- 1 year relevant work experience preferable- Intermediate IT skills- Experience in 12 step programs useful	



SOUTH PACIFIC PRIVATE

Australia's Leading Treatment Centre

JOB DESCRIPTION

Standard requirements:

Professional integrity, adherence to a professional code of ethics and confidentiality requirements as per SPP policy and NSQHS requirements

- Strong interpersonal communication skills and professional boundaries
- Ability to work in a multidisciplinary team environment effectively, respecting difference and diversity

Key Competencies / Skills:

- Excellent written and oral communication skills
- Knowledge of 12 Step Model

Key performance indicators for this role:

- Support client retention by adhering to relevant policy and procedures
- Participate in QI activities as required
- Attendance of a minimum of 6 12-Step Fellowship Meetings per year