**Drug and Alcohol Counsellor**

**About Us:**

Leichhardt Women’s Community Health Centre (LWCHC) provides health care, counselling and health education to women over 16 years of age living in Sydney’s inner west, inner city and southwestern suburbs.

The centre is an accredited service operated by women for women. Its gender and trauma-informed primary health care model provides wrap-around health services, support and education to marginalised and financially disadvantaged women inclusive of those experiencing both transgenerational trauma and systemic racism (both First Nations and Culturally and Linguistically Diverse women). All cis and trans women are welcome.

The centre is funded by Sydney Local Health District (SLHD) and is a registered Public Benevolent Institution Charity with the Australian Charities and Not-for-profits Commission (ACNC) and has been endorsed as a Deductible Gift Recipient (DGR) since 2001.

**About the Opportunity:**

Leichhardt Women’s Community Health Centre is seeking a qualified and experienced female\* Drug and Alcohol Counsellor to conduct counselling and health education. This is a permanent part-time position. We highly encourage Aboriginal and Torres Strait Islander women and women from culturally and linguistically diverse backgrounds to apply for this job.

Our drug and alcohol counsellor provides competent client-centred counselling and health education that addresses women’s health needs and promotes wellbeing and harm minimisation. Our care is based on the latest evidence and guidelines, meets legislative requirements and is within the counselling scope of practice. The drug and alcohol counsellor collaborates with other members of the multidisciplinary team, and statistics collection and evaluation are part of the role.

**Classification:**Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 Pay Point 1 to 3 depending on experience, with above Award conditions including the option to salary package.

**Rate of Pay:** $49.28 to $51.51 per hour

**Hours:**62 to64 per fortnight (to be negotiated)

**Essential criteria**

* Drug and alcohol counselling minimum three years’ experience
* Relevant tertiary qualifications
* Demonstrated ability to organise and conduct group programs and community education
* Experience in sensitively working with women who may be vulnerable and experiencing the effects of trauma including domestic and family violence and historical childhood sexual abuse.
* Experience working with financially disadvantaged women and with Aboriginal and Torres Strait Islander women, CALD women including refugees, interpreters and the LGBTQIA+ community.
* Excellent written and verbal communication skills
* Ability to work cooperatively in a team as well as independently
* Membership of a counselling association or other relevant association eg AASW
* Computer literacy

**Desirable criteria**

* Knowledge of women’s health issues
* Best Practice software and Microsoft Word and Outlook
* NADAbase software

Benefit of joining us:

* Access to salary packaging.

Position description attached.

**How to Apply**

To apply, please email your resume and a covering letter addressing all the essential and desirable criteria to: [manager@lwchc.org.au](mailto:manager@lwchc.org.au) by 5pm on Friday 23 May 2025.

LWCHC holds an exemption under the NSW Anti-Discrimination Act and only employs female workers for all positions.

*\*Being a woman is a genuine occupational qualification under s.31 of the Anti-Discrimination Act 1977 (NSW). Employment is subject to a national police check. LWCHC is committed to EEO and Anti-Discrimination Principles. Women from Aboriginal and Torres Strait Islander and diverse cultural backgrounds are encouraged to apply.*

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**Position Description**

**Counsellor**

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| --- | --- |
| Position | Drug and Alcohol Counsellor |
| Hours | 62-64 hours per fortnight |
| Classification | Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 Pay Point 1-3, with above award conditions |
| Reports to | Manager |

**Purpose:**

To assist women to reduce harm associated with alcohol, tobacco and other drug related issues. This position recognises the higher risks experienced by LGBTQIA+, CALD and Aboriginal and Torres Strait Islander women and aims to reach women in these communities. This is achieved through the provision of counselling, the development and running of groups, and undertaking community education and health promotion activities.

**Accountability:**

It is the policy of Leichhardt Women’s Community Health Centre that all staff:

* Ensure they maintain and update their skills and knowledge in their particular areas of expertise and women’s health issues in general.
* Operate in accordance with the LWCHC Constitution and current policies and procedures.
* Operate within the guidelines set down by NSW Health.
* Participate in staff meetings and attend appropriate training.
* Contribute to strategic planning, decision and policy making and needs assessment.
* Participate in regular staff appraisal, supervision and monitoring of work plans.
* Contribute to the organisations Continuous Quality Improvement process.
* Be involved in health promotion.

**Responsibilities:**

**Counselling**

* Building client centred and collaborative therapeutic alliances with clients through a trauma-informed lens.
* Research, develop and update resources such as the community information referral list and other written material in response to the needs of the client group, and in conjunction with other appropriate staff.
* Group work (outreach and in house).
* Outreach counselling (attending rehab’s weekly).
* Brief intervention case management.

**Administrative tasks**

* Record keeping, statistics (NADA and women’s health).
* Writing Support letters for clients as per their needs– court, housing, DCJ, intake to rehab.
* Planning calendar and scheduling clients in partnership with reception.
* Contributing to workplace culture and relationships.
* Train and resource LWCHC staff on a variety of alcohol, tobacco and other drug related issues.
* Work closely with other Counsellors or LWCHC staff to provide education and support to LWCHC staff around mandatory reporting, crisis situations and legal requirements.

**Community Liaison and Advocacy**

* Networking – attending member events and regular stakeholder meetings.
* Maintaining and growing partnerships with other NGO’s/services.
* Creating and maintaining referral pathways – into and out of service.
* Advocate appropriately for the rights of the clients and the development or improvement of health services for women with alcohol and other drug related issues.

**Community Education and Promotion:**

* Work with other LWCHC staff and external agencies to promote centre activities to CALD, LGBTQIA+ women and Aboriginal and Torres Strait Islander women.
* Research, conduct and evaluate a range of community education programs for CALD, LGBTQIA+ women and Aboriginal and Torres Strait Islander groups in line with client needs.
* Provide community education and short intervention on use of tobacco.

**Continuous Professional Development**

* Engaging with ongoing training and development opportunities to uphold a high standard of work with clients.
* Regular involvement with external supervision.
* Maintaining understanding of mandatory reporter duties (DCJ/MH line/police) and consulting with supervisor/manager/colleagues about this when needed.

**Centre Improvement and development**

* Assist with Strategic planning.
* Debriefing with colleagues.
* Engaging and contributing with service policy creation and amendments.
* Publishing and creating documents to promote AOD services at LWCHC.
* Assist in identifying current health needs of women with alcohol and other drug related issues in SLHD, Eastern Zone.
* Assist in developing Centre priorities regarding intervention strategies to improve women’s health.
* Collect and analyse qualitative and quantitative data to substantiate needs and priorities of clients.

**Develop and maintain relationships:**

* **Internally:** The Manager, and all staff
* **Externally:** Any relevant stakeholders

**Skills and Knowledge Competencies**

**Essential requirements:**

* Drug and alcohol counselling – minimum 3 years experience
* Relevant tertiary qualifications
* Demonstrated ability to organise and conduct group programs and community education
* Experience in sensitively working with women who may be vulnerable and experiencing the effects of trauma including domestic and family violence and historical childhood sexual abuse.
* Experience working with financially disadvantaged women and with Aboriginal and Torres Strait Islander women, CALD women including refugees, interpreters and the LGBTQIA+ community.
* Excellent written and verbal communication skills
* Ability to work cooperatively in a team as well as independently
* Membership of a counselling professional association or demonstrated ability to meet the criteria of professional membership
* Computer literacy

**Desirable criteria**

* Knowledge of women’s health issues
* Best Practice software and Microsoft Word and Outlook
* NADAbase software

Signed: Signed (Manager):

Date: Date: