

**OFFENDERS AID AND REHABILITATION SERVICES OF SA INC  
JOB AND PERSON SPECIFICATIONS**

<b>Title of Position</b>	Rehabilitation Counsellor	<b>Position Number</b>	
<b>Division</b>	Rehabilitation Treatment Services	<b>Award</b>	SCHCDS
<b>Section</b>	As required	<b>Classification</b>	Level 6
<b>Location</b>	Adelaide/Metro	<b>Employment Type</b>	As per contract
<b>Delegated \$ Authority</b>	N/A	<b>Probation Period</b>	6 months
<b>Position Type</b>	As per contract	<b>Hours per. week</b>	As per contract

Job & Person Specification approved by the CEO: ..... /...../.....

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**JOB SPECIFICATION**

**1. Summary of the broad purpose of the position in relation to organisation goals.**

The Rehabilitation Counsellor is responsible for the provision of both one-to-one and group counselling and interventions, entering data into client databases and undertaking associated administrative processes which includes maintaining attendance and progress records in accordance with reporting requirements, providing evaluation and reports in line with program expectations and as directed.

OARS Community Transitions follows the SA Government Information Sharing Guidelines (ISG) to: Promote the Safety and Wellbeing of Children, Young People and their Families and all staff are required to comply and act in accordance with ISG Policy and Guidelines.

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**2. Reporting/Working Relationships**

The Rehabilitation Counsellor reports to the Team Manager/ Team Leader Responsible for the program within which they are working.

The Rehabilitation Counsellor is expected to develop effective working relationships with other OARS services/staff, and external partners as applicable e.g. Government Departments, agencies, service providers such as Department of Correctional Services and specialist agencies.

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**3. Special Conditions**

- A current driver's licence is required.
  - Is bound by confidentiality regarding client and organisational information disclosure
  - Is required to have an appropriate police clearance
  - The position will involve both outreach and out of hours work.
  - Some intra-state and interstate travel may be required.
  - Some manual handling is required of this position.
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## Statement of Key Outcomes and Associated Activities

### 4 The Rehabilitation Counsellor is to work as part of a team to:

- Ensure the coordination and delivery of high-quality interventions in line with funding contracts, memorandums of understandings (MOUs) and organisational requirements
- Actively participate and ensure that group facilitation is delivered to a high standard which includes the ability to manage difficult behaviour, is delivered in line with organisational expectations and is recorded appropriately and in a timely manner.
- Assist in the planning, preparation and delivery of group sessions and associated administration, including: maintaining attendance and performance/ achievement notes and providing accurate and appropriate reports in accordance with the service agreement(s)
- Services are provided in context with organisational quality management processes
- Ensure that self needs for support and supervision are met, informing the Team Leader/ Team Manager (RTS) of supervision, education and training needs. Participating and contributing to in-service education programs
- Ensure that knowledge, skills and service provision is in keeping with current best practices by accessing the latest literature, attending relevant training and workshops
- Contribute to and comply with OARS SA policies, directives and guidelines through:
  - Assisting in policy development and commenting on draft documents
  - Utilising research data on current best practice in intervention and treatment
  - Contributing to approved research projects
  - Promote the standards of OARS SA work including acting as a role model
  - Establishing professional relationships with external agencies and departments
  - Provide the Team Leaders and Team Managers of Rehabilitation Treatment Services (RTS) with support and assistance when required
  - Ensure the service is promoted in a positive manner to the community
  - Providing a safe environment for staff and clients consistent with the Workers Health and Safety Act
- Any other duties as directed

### 5. Work Health and Safety

- Maintain a safe work environment in accordance with the organisation's Work Health and Safety Policies and Procedures
- Participate in mandatory Work Health and Safety training sessions
- Identify and report hazards and incidents in the workplace
- Ensure that emergency contacts within relevant OARS records and mobiles are maintained

## PERSON SPECIFICATION

### Essential Minimum Requirements:

#### ***Educational/Vocational Qualifications***

- Tertiary qualification in a human services discipline and/or equivalent knowledge and experience in the provision of counselling/interventions to people who are experiencing high levels of need and disadvantage.
- Experience in co-facilitation of groups

#### ***Personal Abilities/Aptitude/Skills***

- Ability to empathise with disadvantaged people in general and those interfacing with the criminal justice system.
- Skills in group facilitation/training
- Ability to work collaboratively with other service providers, developing and maintaining professional networks

- Ability to take direction, be self-motivated and where required to work autonomously to manage allocated program activities
- High standards in managing workloads and efficient time management skills
- Ability to assess the needs of clients within a holistic framework.
- Ability to prepare reports and maintain accurate records.
- Effective communication and crisis intervention skills.
- General Computer skills, including client database entry and evaluation.
- Ability to work within a correctional facility

***Experience:***

- Intake interviewing and assessment skills.
- Working cooperatively with a range of service providers.
- Working with minimal supervision.
- Advocacy and networking.

***Knowledge:***

- Criminal Justice System.
- Workplace Health, Safety and Welfare Principles.

**DESIRABLE CHARACTERISTICS**

***Educational/Vocational Qualifications***

- Moral Reconciliation Therapy
- First Aid Certificate.

***Personal Abilities/Aptitudes/Skills***

- Conflict Resolution management skills.
- Skills in managing challenging client behaviour

**EXPERIENCE**

- Case Management.
- Working with people from a range of cultures and social backgrounds.
- Experience in assessing needs and risks of disadvantaged people and ex-offenders.
- Experience of collaborative work across services/programs
- Experience in evaluation and writing outcome reports

**KNOWLEDGE**

- A basic understanding in Restorative Justice Principles.
- Time Management and prioritising tasks
- Integration and social inclusion principles

**Acknowledged by Occupant**

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name.....Signature.....Date.....