



JOB TITLE	Stay Strong – Alcohol and Other Drugs Counsellor (Identified*, Females Only*)
DATE	January 2026
REPORTS TO	Community Programs Manager

JOB DESCRIPTION

Purpose of role

The Aboriginal Alcohol and Other Drugs Counsellor provides culturally sensitive support services to Aboriginal clients and community members impacted by drugs and alcohol. The role involves providing individual support work as well as running groups and community education.

The position forms part of the Katungul Stay Strong – Alcohol and Other Drugs Treatment Program.

**Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification required to undertake this role under section 14 (d) of the Anti-Discrimination Act 1977 (NSW).*

** In recognition of providing gender balanced AOD services and cultural appropriateness, being a woman is a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW).*

Main duties and responsibilities

Core objectives include:

- Provide one-on-one support services to Aboriginal people with substance misuse issues requiring early intervention or post-rehabilitation support. Service delivery may encompass: referrals to rehabilitation centres; help accessing Katungul GP's for medical detox; information; case work; court/police support; clinical appointments support; critical support to youth in the community; and home visiting.
- Work with clients in a structured way including undertaking client assessment, case planning, monitoring, exit planning and follow up.
- For specialist matters beyond the scope of the role (e.g. inpatient rehabilitation needs), ensure the client is supported by other professional agencies (e.g. rehabilitation facilities).
- Provide referrals to other services and facilitate transition to alternative services when required.
- Observe child protection legislation and mandatory reporting obligations in all work with clients.
- Participate in internal case review meetings and interagency networks and committee meetings to improve client outcomes.

- Offer community education and support groups to people affected by drugs and alcohol including users, family members, community members, youth, and people in recovery.
- Conduct regular community research/needs assessments to inform service planning.
- Develop and coordinate community education initiatives, events and activities to support drug and alcohol awareness, education and prevention.
- Plan and evaluate groups, activities, events and community education initiatives.
- Propose project ideas and write small grant applications, with assistance.
- Promote the benefits of chronic disease prevention and Health Checks to clients and community.
- Ensure that Community Worker targets and KPI's are achieved in line with funding agreements.
- Work to address any anticipated or actual difficulty in achieving KPI's.
- Submit regular and accurate service data, including recording accurate client notes, in accordance with policy and funding requirements.
- Provide regular reports regarding community work statistics.
- Participate in regular team meetings.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Certificate IV in AOD or willing to gain within 12 months.

Experience

- Experience in facilitating groups, conducting community events or running projects.
- Experience working with Aboriginal communities and/or within an Aboriginal organisation.

Knowledge

- Understanding of child protection requirements relating to community organisations.
- Demonstrated understanding of the issues and barriers that impact upon the safety and wellbeing of Aboriginal people.
- Demonstrated working knowledge of using a strengths-based and trauma-informed approach.

Skills & competencies

- **Cultural capability:** The ability to plan, support, deliver and improve services in a culturally respectful and appropriate manner.
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.

- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Professional approach.
- Ability to work calmly under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.

Other

- Confirmation of Aboriginality
- Nationally Coordinated Criminal History Check (Police Check).
- NSW Working With Children Check.
- Travel between Katungul locations, within the region and outside of Katungul's footprint will be required.
- Overnight stays may be necessary to fulfil the requirements of the role.
- Current clean Driver License.
- First Aid & CPR certificate.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

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Date