

CHC43215

All items below must be present for the duration of the placement.

- Access to a facility that provides assessment, treatment, and support to those with alcohol and other drug (AOD) issues
- Opportunities to interact with clients and coworkers from a diverse range of backgrounds
- Access to interpreter and translation services when required
- Access to clients with mental illness
- Interaction with people with a range of needs
- Access to legislation and regulations relating to the provision of services
- Opportunities to collaborate with others and engage in problem-solving and critical thinking
- Opportunity to facilitate for groups of at least three (3) people
- Workplace documentation:
 - Client records
 - Client treatment plans
 - Client assessments
 - Individualised plans
 - Referral forms
 - Intake forms
 - Assessment and screening tools
 - Intervention and prevention program materials
 - Mandatory reporting forms
 - Workplace health and safety reporting documents
 - Incident reports
 - Counselling agreement templates
 - Service planning and delivery templates and tools

All workplace policies and procedures including:

- Client assessment
- WHS and emergency response procedures
- Conduct
- Discrimination
- Complaints Management
- Continuing professional education
- Dignity of risk
- Duty of Care
- Human Rights
- Informed consent
- Mandatory Reporting
- Practice Standards
- Professional boundaries
- Privacy and confidentiality
- Records management
- Industrial relations information
- Work health and safety
- The provision of grief and loss support
- Crisis prevention and intervention procedures
- Restrictive Practices Procedures
- Responding to disclosure
- Referral procedures
- Risk assessment tools and forms
- Case management procedures
- Service planning and delivery
- Codes of conduct

- Copies of applicable current legislation, regulation and standards. practice frameworks and codes of practice
- Self-care and debriefing processes
- Information relating current research, evidence-based studies and industry intelligence
- Information about group needs
- Information about peak bodies, network groups and web based network services
- Workplace equipment and resources including:
 - Equipment relevant to client individualised plans
 - Reporting forms and documentation
 - Advocacy frameworks
 - Community information relevant to services
- Workplace technology and digital media - computers, laptops mobile phones, telephones, printers
- Personal protective equipment appropriate to the role and work area
- Protective aids: alert and safety devices: emergency call systems, key safe, I.D.
- Access to a supervisor who holds a Certificate IV of Alcohol and Other Drugs or higher level qualification