

CHC51015

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

- all relevant policies, procedures, and workplace documentation to carry out their tasks
- access to a range of clients from various cultural backgrounds
- access to Aboriginal and Torres Strait Islander peoples who may be clients or colleagues
- access to clients with a range of needs including:
 - clients presenting with alcohol and/or other drug issues
 - clients with mental health issues
 - clients presenting with co-existing needs
 - those in crisis and requiring crisis intervention
- access to current, relevant legislation, regulations, codes of practice, policies and procedures such as those relating to:
 - 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
- access to the following document types:
 - Client records
 - Individualised case plans
 - Individualised counselling plans
 - Referral forms
 - Intake forms
 - Assessment tools and processes
 - Intervention and prevention program materials
 - Counselling agreement templates
 - Workplace health and safety reporting documents
 - Personal development plans and related templates
 - standardised AOD screening and assessment tools
- workplace technology for the purposes of recording observations
- personal protective equipment appropriate to the role and work area
- protective aids: alert and safety devices: emergency call systems, key safe, I.D.

- opportunity to carry out Cognitive behaviour therapy
- opportunity to carry out Person-Centred therapy
- access to information about other services for referring clients
- access to a supervisor who holds a Diploma or higher level qualification