

CHC41702 Certificate IV in Alcohol and Other Drugs Work

Nationally Recognised Qualification

Certificate IV in Alcohol and Other Drugs Work will equip the participant with comprehensive skills and knowledge to provide a range of services and interventions to clients with alcohol and/or other drug issues. This includes being able to understand how to work with clients, working within a legal and ethical framework and responding holistically to client issues. The course is ideal for people who are either working or interested in working in a community based organisation, residential rehabilitation units, recreational and outreach services. Upon completion the participant will also gain a Senior First Aid Certificate.



UNITS

CHCAOD2C Orientation to the Alcohol and Other Drugs Sector

- Work within the context of the alcohol and other drugs sector
- Develop knowledge of the alcohol and other drugs sector
- Demonstrate commitment to the central philosophies of the alcohol and other drugs sector

CHCAOD6B Work with clients who are intoxicated

- Provide a service to intoxicated clients
- Assist clients with longer-term needs
- Apply strategies to reduce harm or injury

CHCAOD8C Assess the needs of clients who have alcohol and/or other drug issues

- Assess the needs and status of client/s
- Develop a case management plan with the client
- Refer clients

CHCAOD10A Work with clients who have alcohol and/or Other drug issues

- Provide services to meet client need
- Review client progress
- Evaluate work undertaken with clients

CHCCOM3C Utilise specialist communication skills to build strong relationships

- Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships
- Conduct effective communication with clients and staff
- Contribute to the development of effective communication strategies
- Represent the organisation to a range of groups
- Apply specific communication techniques to assist in resolving conflict
- Implement mechanisms that facilitate group discussions

CHCCS301A Work within a legal and ethical framework

- Demonstrate an understanding of legislation and common law relevant to work role
- Follow the organisation's policies and practices
- Work ethically
- Recognise and respond when the clients rights and interest are not being protected

CHCCS401A Facilitate Co-operative behaviour

- Monitor behaviour of the client
- Use communication strategies to de-escalate conflict
- Respond to unacceptable behaviour



NATIONALLY RECOGNISED
TRAINING

CHCCS402A Respond holistically to client issues

- Evaluate the range of issues impacting on the client and on the delivery of appropriate services
- Determine the course of action to be followed
- Establish interpersonal relationships with the client that will enable all issues to be addressed
- Provide a brief intervention as required
- Respond appropriately to people who are vulnerable and at significant risk including children and young people
- Evaluate effectiveness of services provided to meet client needs

CHCCS405A Work effectively with culturally diverse clients and co-workers

- Apply an awareness of culture as a factor in all human behaviour
- Contribute to the development of relationships based on cultural diversity
- Resolve cross-cultural misunderstandings

CHCMH1B Orientation to mental health work

- Work within the context of the mental health sector
- Develop knowledge of the mental health sector
- Demonstrate commitment to the central philosophies of the mental health sector
- Work with people from culturally and linguistically diverse backgrounds

CHCNET4A Work with other services

- Identify and maintain links with relevant services
- Provide relevant information to services
- Work with and support community services organisations to deliver appropriate services to people in need

CHCOHS301A Participate in workplace safety procedures

- Identify hazards and assess risk
- Follow procedures and strategies for risk control
- Contribute to OHS in the workplace

CHCORG5B Maintain an effective work environment

- Work to achieve identified outcomes
- Establish and maintain appropriate work relationships
- Facilitate operation of the workgroup
- Review and develop own performance

HLTFA2A Apply advanced first aid

- Assess the situation
- Manage the casualty(s)
- Coordinate first aid activities until arrival of medical assistance
- Communicate essential incident details
- Manage casualty in a remote and/or isolated area
- Evaluate the incident

AGB Human Resources
ALCOHOL AND OTHER DRUGS WORK

Training Design Overview

Certificate IV	
<input type="checkbox"/>	CHCAOD2C Orientation to the Alcohol and Other Drugs Sector
<input type="checkbox"/>	CHCAOD6B Work with clients who are intoxicated
<input type="checkbox"/>	CHCAOD8C Assess the needs of clients who have alcohol and/or other drug issues
<input type="checkbox"/>	CHCAOD10A Work with clients who have alcohol and/or Other drug issues
<input type="checkbox"/>	CHCCOM3C Utilise specialist communication skills to build strong relationships
<input type="checkbox"/>	CHCCS301A Work within a legal and ethical framework
<input type="checkbox"/>	CHCCS401A Facilitate Co-operative behaviour
<input type="checkbox"/>	CHCCS402A Respond holistically to client issues
<input type="checkbox"/>	CHCCS405A Work effectively with culturally diverse clients and co-workers
<input type="checkbox"/>	CHCMH1B Orientation to mental health work
<input type="checkbox"/>	CHCNET4A Work with other services
<input type="checkbox"/>	CHCOHS301A Participate in workplace safety procedures
<input type="checkbox"/>	CHCORG5B Maintain an effective work environment
<input type="checkbox"/>	HLTFA2A Apply advanced first aid

Course Accreditation

To obtain the certificate in this course, you will need to complete 13 compulsory units and one elective. Upon completion the Certificate IV in Alcohol and Other Drugs Work will be issued along with the Senior First Aid Certificate. Students who complete this qualification will be eligible to do the Diploma of Alcohol and Other Drugs Work

I/We _____ Of _____ (Full Name/s) (Company Name)
Hereby confirm that I/We have agreed in consultation with AGB Human Resources that the above selected units are the most appropriate units of competency for delivery of training to our staff and their specific job roles
Date _____ Employers Signature: _____

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