

Role Profile

Common Points for all roles

Specific role profiles have been developed for each role in Cork Simon which outline the objective, key tasks, performance indicators and skills required. Cork Simon Community requires that any person who wishes to work, in any capacity, within the Community should also know and observe Cork Simon's values and practice including:

- Encourage community members to participate in the community.
- Understand the empowerment model and implement it.
- Understand and observe Health and Safety standards and practices.
- Adhere to boundaries, respect confidentiality etc.
- Maintain Professional and Ethical standards of Practice.
- Participate in the development and implementation of best practice community policy, practices and procedures.
- Promote equal opportunity policies.
- Attend and be punctual when scheduled for attendance.
- Attend and participate in team and Community meetings.
- Attend and participate in Training.
- Be flexible in providing cover in other community projects when the need arises.
- Be empathetic when dealing with people in personal crisis.
- Maintain good Self Care and manage their time well.

Job Title and Grade *Counsellor (Addiction)*

Taking up Appointment *A start date will be indicated at job offer stage.*

Location of Post *Primary Care Drug and Alcohol Services
Cork Kerry Community Healthcare, CHO Area 4*

*There is currently a two year fixed term whole-time vacancy available in this location. The post holder will be an employee of Cork Simon Community and will be seconded to the Primary Care Drug and Alcohol Services. They will initially be assigned to **Arbour House, Douglas Road, Cork**. The successful candidate may be required to work in any service area within the vicinity as the need arises.*

Details of Services provided by Primary Care Drug and Alcohol Services, Cork Kerry Community Healthcare

- *Drug and Alcohol Services in Cork Kerry Community Healthcare delivers therapeutic interventions to individuals and families affected by substance misuse in multiple locations across the region*
- *The Service supports the provision of an integrated range of preventative, therapeutic and rehabilitation services to meet the diverse health and social care needs of our service users in an accountable, accessible and equitable manner.*
- *The strategic objectives of the Service, in line with the National Drug and Alcohol Strategy (Reducing Harm Supporting Recovery), are to provide where appropriate:*
 - *Services aimed at delivering advice and harm minimisation harm-reduction programmes to drug misusers not in contact with services, including advice on safer drug use, ways of reducing the risks of HIV and Hepatitis transmission, advice on safer sex practice and good health.*
 - *Treatment programmes that are service user-focused and have as their*

objective in the short-term the control of the drug misusers addiction within the context of the long-term aim of returning the drug misuser to a drug-free life.

- Aftercare and rehabilitation programmes that assist misusers in accessing education, training or employment opportunities.
- Evaluation of the various service responses to ensure maximum effectiveness
- The Service works in partnership with primary care networks and teams and other statutory and voluntary agencies.
- Services are delivered in the context of multidisciplinary teams in both community and residential settings. Teams are responsible for case management, assessing Service User needs, negotiating and delivering care plans and facilitating access for our target population within catchment areas.
- Counselling therapy is prioritised in Service User care plans as resources allow, by self referral and professional referral within Clinical Teams and Community Networks.
- The post holder will possess the skill set necessary to respond to a broad range of Service Users issues related to substance use, including: motivation, harm reduction, stabilisation, detoxification, relapse prevention, relationship difficulties, depression, anxiety, and phobias, loss, coping with illness, abuse, developmental issues, adjustment problems, stress, trauma, violence, anger, and psychosexual difficulties, drawing on therapeutic orientations such as person-centred and cognitive-behavioural therapies with a particular emphasis on short-term intervention.
- The overall Service is managed by Coordinator of Drug and Alcohol Services and Clinical Director with Heads of Discipline. Counselling is managed by Senior Counsellors.

Reporting Relationship The post holder will be responsible to the Senior Counsellor as head of discipline in the Programme Area accounting for operational and professional practice and clinical governance.

- Purpose of the Post**
- To engage in therapeutic relationships with Service Users to assist in the management of Substance use and related issues.
 - The post holder will provide individual and group counselling in community care settings of the Addiction Service.
 - The post holder will work with other members of multidisciplinary care teams to provide a person centred service.

Principal Duties and Responsibilities

Clinical Practice

The Counsellor (Addiction) will:

- Conduct initial and comprehensive assessments according to National protocols
- Implementation and facilitation of appropriate Key Working, Care planning and Case Management
- Provide individual/group counselling/therapy to clients
- Keep appropriate patient files ie progress notes, confidential releases (no information should be given or sought about clients without first obtaining their written consent), discharge summaries etc. Attend and present case reviews at weekly conferences held by Programme Director.
- To manage a caseload across a range of programmes, under supervision.
- Understand and prioritise Service User needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health, beliefs and behaviours.

- *Assessment and treatment of Service Users, Spouses and concerned persons where appropriate.*
- *To practice in accordance with HSE policies and standards.*
- *Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate.*
- *Referral to appropriate treatment facilities, for stabilisation, detoxification, rehabilitation.*
- *Inform and facilitate clients in accessing other appropriate health care and support services, including medical examination and referral to more specialist services if required.*
- *Referral of clients to self-help groups and community initiatives.*
- *Notification of child abuse in accordance with Children First Guidelines.*
- *To actively participate in regular external clinical supervision in accordance with supervision policy.*
- *To actively participate in line management supervision*
- *To engage in in-service and other relevant training opportunities and to keep up to date with new developments in the area of counselling/therapy and addiction treatment.*
- *To monitor and evaluate effectiveness and outcomes of treatment for individuals/groups, matching therapy to needs.*
- *Participation in the development of new initiatives: e.g. Community based programmes, training programmes etc.*
- *To provide training in skills and theory appropriate to best counselling practice as required.*

Administration and Accountability

The Counsellor (Addiction) will:

- *To maintain contemporaneous records and submit statistics and activity data in a timely manner as requested by Senior.*
- *Maintain accountability within the Health Service Executive Performance Management System.*
- *To write clear concise reports.*
- *To observe professional ethical standards and behaviours as required by HSE Policies and Guidelines. Freedom of Information Act, Data Protection Act and requirements of relevant professional Accrediting Bodies, ensuring confidentiality of records and security of same.*
- *Take corporate responsibility as well as ethical counselling responsibility.*
- *To co-operate with the operation of new technology.*
- *To report to the Senior Counsellor on matters affecting the administration of the service.*
- *To meet with the Counselling team as arranged by Senior.*
- *To engage with line management supervision with Senior Counsellor.*
- *To attend in service training as required.*
- *To comply with Health and Safety regulations and review procedures.*
- *To comply with HSE Policies and review procedures related to Risk Management, Audits, and clinical accountability.*
- *Flexibility in practice as required i.e. out of hours, provision of new programmes and service initiatives.*
- *Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare,*

National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

- *To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.*
- *As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.*

Multi-Disciplinary Team Working

The Counsellor (Addiction) will:

- *Participate as a member of Multi-disciplinary Team including meetings, case conferences, team building and change management initiatives.*
- *Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.*
- *To collaborate with community projects in relation to care planning.*
- *Undertake Team Facilitator / Chairperson role if / as required.*
- *Undertake Case Manager / Key Worker role as required.*
- *Develop and maintain close liaison with team members, hospital staff and specialist services to ensure an integrated service for clients.*

Development and Evaluation of Service

The Counsellor (Addiction) will:

- *Support models of evidence based practice.*
- *Training and supervision of other staff as required, sharing knowledge to maintain professional standards.*
- *Ongoing monitoring, audit and evaluation of service.*
- *Participation in the development of new initiatives: e.g. Community based programmes, training programmes etc.*
- *To provide training in skills and theory appropriate to best counselling practice as required.*
- *To develop and conduct relevant research within the service and the evaluation of such research in order to improve treatment and therapeutic standards in Addiction Service.*

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Eligibility Criteria

Qualifications and/ or experience

1. Professional Qualifications, Experience, etc.
 - a) *Eligible applicants will be those who on the closing date for the competition:*
 - i) *Hold a recognised qualification at Level 7 (or higher) on the QQI framework in Medicine, relevant Health & Social Care Professionals (e.g. Psychology, Social Work, Occupational Therapy, Speech & Language Therapy) or registered as a nurse with the Nursing & Midwifery Board of Ireland or entitled to be so registered.*

And

- ii) *Be accredited as a counsellor with the Addiction Counsellors of Ireland – ACI*

(formerly known as the Irish Association of Alcohol & Addiction Counsellors – IAAC) or equivalent from another jurisdiction.

And

- iii) Have two years experience as a counsellor in the areas of addiction /substance misuse.

And

- b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability), for the proper discharge of the office.

2. Health

Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Character

Candidates for and any person holding the office must be of good character.

Post Specific Requirements

Demonstrate depth and breadth of post qualification experience of managing a case load under supervision as relevant to the role.

Other requirements specific to the post

- Access to appropriate transport to fulfil the requirements of the role as the post may involve travel e.g. service delivery at multiple locations if required.
- Flexible working hours – availability to work unsociable hours as required to provide greater access to services

Skills, competencies and/or knowledge

Candidates must:

- Demonstrate the ability to assess Service Users' suitability for counselling / therapy
- Demonstrate competence in providing short-term therapy to Services Users utilising therapeutic approaches such as person-centred and cognitive-behavioural therapies
- Demonstrate knowledge of adolescent / adult development and the impact of deprivation, neglect and abuse
- Demonstrate an ability to utilise evidence based practice in informing clinical decisions about Service Users
- Demonstrate knowledge of National Rehabilitation Framework and structure of HSE
- Demonstrate clinical knowledge of assessment and treatment of a range of addiction and dual diagnosis
- Demonstrate knowledge of notification procedures around child protection and management of other ethical considerations relevant to post
- Demonstrate knowledge of relevant legislation

- *Demonstrate competence in responding appropriately to diverse Service Users who are vulnerable or at risk*
- *Demonstrate commitment to continuing professional development and effective use of supervision*
- *Demonstrate the ability to work effectively and confidently with challenging Service Users' processes*
- *Demonstrate awareness of professional and personal boundaries*
- *Demonstrate an appreciation of the importance of professional and personal support systems*
- *Display effective interpersonal and communication (verbal and written) skills*
- *Demonstrate ability to manage Service Users' records effectively and to produce counselling reports as required*
- *Demonstrate an ability to work both as part of a multidisciplinary team and to work independently, under Supervision*
- *Demonstrate a willingness to develop IT skills relevant to the role*
- *Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money*
- *Demonstrate ability to manage deadlines and effectively handle multiple tasks*
- *Maintain strong links with the Service Users and develop systems of Service User evaluation*
- *Demonstrate initiative and innovation, identifying areas of improvement, implementing and managing change*
- *Demonstrate knowledge of Infection Control*

**Campaign Specific
Selection Process**

**Ranking/Shortlisting /
Interview**

A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.

Additional Information

Job title	Addiction Counsellor
Vacancy	2 years fixed term contract
Location	Arbour House, Douglas Road, Cork with occasional off-site work.
Working Hours / Days per Week	35 hours per week, Monday to Friday
Breaks	Daily break(s) of 60 minutes in total
Salary	Starting salary is assessed according to experience. Maximum salary starting point is Point 2. Salary scale: €38,973, €40,329, €41,700, €43,067, €44,461, €46,076, €47,488, €49,342, €51,238, €53,034, €54,829, €57,004
Annual Leave	5 weeks annual leave pro rata
Occupational Pension Scheme (Defined Contribution Scheme)	Compulsory membership on completion of 6 month's service. Employer contribution 5%. Employee contribution is minimum 3% with option of Additional Voluntary Contribution (AVC).
Death in Service Benefit Group Scheme	Compulsory membership on completion of 6 month's service. Death in Service Benefit contribution is approximately €1.15 per week. Benefit is twice annual salary.
Health Insurance Group Scheme	Optional Laya Healthcare membership. 10% group discount applies. No employer contribution.
Closing Date:	Wednesday, 18 th September 2019 at 5pm
Interviews:	To be confirmed

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