

## **Dublin Well Woman Centre: Part-Time Staff Counsellor** **(<https://www.activelink.ie/node/116279>)**



### **The Dublin Well Woman Centre**

The Dublin Well Woman Centre (DWWC) is a leading provider of women's sexual and reproductive health care, delivering healthcare and counselling services to over 30,000 women annually from two Dublin clinics. This is an exciting time for the DWWC, having just opened a brand new flagship clinic in Dublin 2 with a renewed Strategic Plan and a determination to lead through advocacy, and to influence the women's health agenda nationally.

This is an opportunity to deliver professional counselling services to clients in Well Woman's Coolock clinic.

The successful candidate will be a self-starter who works well on their own initiative, who can work in a flexible working environment, and who welcomes the challenges that will come in delivering ethical, professional counselling services.

**Job Title:** Staff Counsellor (part-time)

**Reporting to:** The Lead Counsellor

This role will be based in Well Woman's Coolock clinic, and requires a commitment of 10 hours per week

### **Overall Purpose of the job:**

As part of the Counselling team, you will be responsible for seeing a number of clients for HSE-funded counselling appointments in relation to:

- Unplanned and / or crisis pregnancy
- Post-abortion counselling
- Counselling referrals from the HSE for patients attending a HSE Hub for treatment for Complex Menopause, Recurrent Miscarriage and Long-Term Infertility

You will also be responsible for recording notes on each session, and for collating demographic and numerical statistics to feed into weekly, monthly and quarterly reports, and for qualitative analysis of the service within the Counselling team.

### **Key Responsibilities of the Staff Counsellor**

1. Provide high quality and structured counselling support to Well Woman Counselling clients using a short-term model of therapy. Ensure a safe and accepting environment for all clients.
2. Adhere at all times to professional standards of care when working with clients. Maintain appropriate documentation when recording of notes ensuring confidentiality.
3. Record demographic and numerical statistics which feed into weekly, monthly and quarterly reports, and for qualitative analysis of the service within the Counselling team. Prepare and submit daily / weekly statistical reports to the Lead Counsellor.
4. Attend Case Management meetings and Counselling Team meetings (these are usually held every 6 – 8 weeks, generally by MS Teams, but occasionally in our Parliament Street city-centre clinic, and are designed to be supportive of the Staff Counsellors)
5. Ensure adherence to the organisation's child protection and welfare policy.
6. Value and actively contribute to the overall development of the Counselling department, which is based on a holistic work approach to client care.

# Experience and Skills

## Education and Experience Profile:

- Minimum of three years post-accreditation counselling experience - Counselling qualification to at least Diploma standard
- You must be accredited by the IACP / IAHIP
- Ability to work as part of a team to achieve set goals
- The ability to work with traumatised clients is crucial.
- An awareness that the DWWC, though functioning in the social economy, nonetheless runs as a not-for-profit business, with appropriate policies and protocols
- Experience in the non-profit sector desirable, though not essential
- Familiarity with healthcare policy approaches to abortion, and to Women's Health in general, and the advocacy background underpinning service delivery would be beneficial

## Skills Summary:

- Results orientated, flexible, resourceful and self-motivated.
- The ability to manage sensitive information while maintaining absolute confidentiality
- Strong client service focus and a commitment to excellence.
- Ability to maintain effective therapeutic alliance with clients in person, on the telephone or via an online platform
- A person-centered approach with the ability to integrate other approaches in the best service of the client
- Strong verbal and written communication skills.
- Ability to use a computer to record statistical and demographic data, as well as client notes on sessions
- Resilience and the ability to work in a sensitive area of healthcare
- Ability to work independently.
- Trauma informed / Trauma trained an advantage

## Garda Vetting:

Garda Vetting is required of all patient- and client-interfacing roles, including that of Staff Counsellor.

## The Specifics

- Starting salary €34.98 / hour
- On passing your probation period, an Annual Study Allowance will be made available
- Role will be based in Well Woman's Coolock clinic on 2 days / week: Thursdays from 2pm – 7pm, with the second day (also 5 hours) to be discussed at interview.
- Initially, a 1-year Fixed Term contract will be offered, with a 6-month probation period. This may be extended, subject to continuing HSE funding.
- A *pro rata* of the full-time Annual Leave allocation of 21 days.

## To apply:

Send an email outlining your experience, with an up-to-date CV, to Doreen Nolan, Lead Counsellor, at [dnolan@dublinwellwoman.com](mailto:dnolan@dublinwellwoman.com) (mailto:dnolan@dublinwellwoman.com)

Closing date: 18th July 2025. Interviews will be held on Tuesday 29th and Wednesday 30th July.

### Region

Coolock, Dublin

### Date Entered/Updated

18th Jun, 2025

### Expiry Date

18th Jul, 2025

