

JOB DESCRIPTION

Job Title:	Addiction Counsellor	Post Holder:	Vacant
Reports To:	Senior Health and Recovery Manager	Location:	Kerry
Salary:	This role is attached to a defined salary scale which starts at €38,587 and appointments are made depending on experience.		

Purpose of the Job

The role of Addiction Counsellor is vital to our successful partnership with the HSE. This role will be based in HSE Counselling and Advisory Services Edward Court, Tralee. The successful candidate will be responsible for delivering quality programmes to clients accessing services in Edward Court inclusive of NOVAS clients and tenants.

The Addiction Service delivers therapeutic interventions to individuals and families affected by substance misuse in multiple locations across the county

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 Strategy, are to provide where appropriate:

- Education and prevention programmes
- Services aimed at delivering advice and harm minimisation harm-reduction programmes to clients 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 based in the best practice of Trauma Informed Care and Harm Reduction, to assist the client in their recovery short term and long term.
- Aftercare and rehabilitation programmes that assist client 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 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 client needs, negotiating and delivering care plans and facilitating access for our target population within catchment areas.

Counselling therapy is prioritised in client 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 client 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 and the employee is managed by NOVAS Senior Health & Recovery Manager.

Environment of the Job

The post holder will be employed by NOVAS and based in the HSE Counselling and Advisory Services Edward Court, Tralee. NOVAS is a not for profit organisation and Approved Housing Body, we work with single adults, couples and families, and who are homeless or at risk of being homeless. We also provide a service for unaccompanied minors seeking asylum. We support adults with disabilities and complex needs. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low-threshold emergency homeless accommodation and we have grown from there. We now have over 300 staff, and more than 30 services in Limerick, Dublin, Clare,

Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

NOVAS is a Trauma Informed Practice Organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together.

Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.

Delegation and Reporting

The post holder will be responsible to the Senior Counsellor as head of discipline in the Local Health Area accounting for operational and professional practice and clinical governance. The post holder will work closely with NOVAS Senior Health and Recovery Manager and adhere to internal policies on supervision, attendance, and leave.

Challenges

The nature of our work involves supporting the most vulnerable people who often have complex needs and may be survivors of trauma. As a result, during the course of your work you may engage with sensitive and confidential matters that require empathy, compassion and pragmatism. You may also encounter clients or tenants who are in distress, displaying challenging behaviours or struggling to moderate their behaviour. Patience, respect and an ability to remain professional and focused on deescalating is essential. Further training will be provided in Trauma Informed Practice or Crisis Prevention.

As an organisation that is largely funded by public money, effective use of resources is a continuous focus and challenge.

Key Accountabilities	
Accountability	Achieved by
Client Care and Support	<ul style="list-style-type: none"> • Ensure assessment of individual clients needs and develop and deliver appropriate support and care management programmes in conjunction with other voluntary and statutory services. • Ensure regular reviews of client supports. • To approach clients at all times with dignity and respect and ensure they are provided with choices around the services they receive. • To support clients in line with Trauma Informed Practice and harm reduction principles. Ensure provision of practical services to the client, including welfare, benefits and housing advice, budget and debt management and life skills. • knowledge of National Rehabilitation Framework and structures of HSE • clinical knowledge of assessment and treatment of a range of addiction and dual diagnosis • knowledge of notification procedures around child protection and management of other ethical considerations relevant to post • knowledge of relevant legislation • competence in responding appropriately to diverse Service-Users who are vulnerable or at risk • commitment to continuing professional development and effective use of supervision • the ability to work effectively and confidently with challenging Service-Users' processes • awareness of professional and personal boundaries • an appreciation of the importance of professional and personal support systems

- effective interpersonal and communication (verbal and written) skills
- ability to manage Service-Users' records effectively and to produce counselling reports as required
- an ability to work both as part of a multidisciplinary team and to work independently, under Supervision
- a willingness to develop IT skills relevant to the role
- evidence of effective planning and organising skills including awareness of resource management and importance of value for money

Clinical Practice

- 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 client needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health, beliefs and behaviours.
- Assessment and treatment of client, 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.

Multi-disciplinary team working

1. Participate as a member of Multi-disciplinary Team including meetings, case conferences, team building and change management initiatives.
2. Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.

	<ol style="list-style-type: none"> 3. To collaborate with community projects in relation to care planning. 4. Undertake Team Facilitator / Chairperson role if / as required. 5. Undertake Case Manager / Key Worker role as required. 6. Develop and maintain close liaison with team members, hospital staff and specialist services to ensure an integrated service for clients. <p><u>Development and evaluation of service</u></p> <p>Support models of evidence-based practice.</p> <ol style="list-style-type: none"> 1. Training and supervision of other staff as required, sharing knowledge to maintain professional standards. 2. Ongoing monitoring, audit and evaluation of service. 3. Participation in the development of new initiatives: e.g. Community based programmes, training programmes etc. 4. To provide training in skills and theory appropriate to best counselling practice as required. 5. 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.
<p>Financial Responsibilities</p>	<ul style="list-style-type: none"> • To be aware of and adhere to all relevant financial procedures and regulations of the organisation and to report any discrepancies either on the part of the post-holder or others to your manager immediately.
<p>Liaison</p>	<ul style="list-style-type: none"> • To promote the work of the HSE/ NOVAS to other organisations. • To attend internal and external meetings where appropriate and as requested. • To be accountable for your workload and movements to both your line manager and the appropriate senior managers.

<p>Supervision, Support & Development</p>	<ul style="list-style-type: none"> ▪ Engaging in regular supervision or one-to-one sessions with your line manager. ▪ Working under the direction of and in collaboration with your line manager and the wider management team. ▪ Working to help the organisation achieve the aims and objectives of the strategic plan in line with our values and mission. ▪ Participating in team meetings. ▪ Familiarity and compliance with all relevant policies and standards. ▪ Participation in relevant and required training events.
<p>Health & Safety</p>	<ul style="list-style-type: none"> ▪ Attention to your own and that of the clients and staff health & safety in the workplace. ▪ Vigilance of health & safety hazards and timely reporting of same to your line manager and or safety representative. ▪ Managing and reporting incidents and accidents in accordance with policies and procedures. ▪ Ensuring all Fire Safety Checks are carried out in line with policies, procedures and daily tasks. Reporting any issues immediately to the Project Manager. ▪ Carrying out Health and Wellbeing checks on clients where required and follow up on any support needs. ▪ Ability to recognise and administer basic First Aid to clients as required. Mandatory Training will be provided. ▪ Adhere to all the principals of manual handling. ▪ Ensuring that the service is safe, reporting any security issues to the Project Manager/Gardaí as required. ▪ Adherence to all infection prevention control measures and compliance to all guidance in relation to IPC ▪ Ensure all Health & Safety records are accurate and up to date. ▪ Engage with service Health & Safety audits and action recommendations in a timely manner.

	<ul style="list-style-type: none"> ▪ Carry out risk assessments and implement risk mitigation measures.
<p>Information Management</p>	<ul style="list-style-type: none"> ▪ 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.

Person Specification

Essential Criteria

Documentary evidence of qualifications and eligibility will be confirmed at the end of any recruitment process, candidates who do not possess the essential requirements, on the date of application will not be offered a position. It is the responsibility of the applicant to ensure they meet the essential criteria of the person specification.

Eligibility Criteria:

The appropriate candidate will have:

- 1) A qualification or post-graduate qualification at Level 8 in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate:, the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP)

OR

- 2) A qualification at Level 7 or higher on the QQI framework in a human science discipline (medical, psychological, social, educational) or hold a qualification at Level 7 or higher in a health and social care profession.

AND

Hold a qualification or post-graduate qualification in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP).

Candidates must also have:

- a) Have full accredited membership with one of the following: IACP, ACI or one of the five sections within ICP. Pre-accredited hours must include a minimum of 100

hours of one-to-one counselling/addiction counselling/psychotherapy with clients under the supervision of an IACP/ACI/ ICP accredited supervisor.

OR

- b) Be a full member of the Clinical or Counselling Psychology Division of the Psychological Society of Ireland (PSI).
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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.

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 caseload under supervision as relevant to the role.

Skills, Competencies and or Knowledge

- Strong administration skills for record keeping and report writing and computer literacy.
- Experience of working in addiction/mental health services would be a distinct advantage.
- Ability to provide services that foster and enhance the dignity, development and independence of the individual.
- Have an understanding of care and case management protocols including; care planning, needs assessment, risk management/assessment, incident management/prevention and key-working
- Ability to communicate effectively with a wide variety of people.

- Understanding of the needs of vulnerable people who are homeless, with focus on the specific needs of people with complex needs.
- Knowledge of and a commitment to equal opportunities.
- Full clean drivers licence and use of own car.

Garda Vetting will be sought for this role.

Desirable Criteria:

It would be an advantage for the candidate to have:

- Experience working on own initiative, lone working, managing one's own caseload and time management.
- Experience and knowledge of working in two or more of the following areas: Homeless sector, Tenancy Sustainment, Family Support, Residential Care, Mental Health, Challenging Behaviour, Substance Misuse, Community Engagement, and Disability Support.
- Familiarity with the National Quality Standards Framework for Homeless Services.
- Experience of effectively reporting to, and working with, a senior manager.
- Experience of translating departmental KPI's into team goals and effectively communicating and implementing new practice standards with staff.
- Experience of working in, or a strong interest in the charity or not-for-profit.

NOVAS Employment Benefits

NOVAS is committed to attracting and retaining the best talent in service of our clients and tenants and values the hard work and commitment of our staff.

Detailed below are a range of benefits you receive as a NOVAS employee.

Support & Supervision	Every employee will have regular planned one-to-one meetings with their line manager as well and Team Meetings and Monthly All Staff Town Hall meetings in order to ensure you are connected to, and supported by your colleagues and the organisation.
Learning & Development	NOVAS will fully fund a wide range of training programmes required role specific including First Aid, Fire Safety, Manual Handling, Trauma Informed Practice.
Career Progression	NOVAS believes in supporting the development and career path for our staff and develop skills for role changes, Leadership Preparation and Management Development.
Salary Scales	NOVAS has defined salary scales and has committed to awarding annual increments to staff depending on sustained funding.
Annual Leave	26 Days annual leave plus bank holidays.
Pension	A direct contribution pension with a 5% employer and employee contribution totalling 10%.
Employee Assistance Programme	Our Employee Assistance Programme provided by Inspire Wellbeing gives staff access to free confidential counselling and a suite of online mental health and wellness tools.
Further Education Support	With the help of your line manager you can apply for financial support, study leave or exam leave days to complete external professional qualifications to help further your career.
Sick Pay	2 Weeks full and 2 weeks half sick pay certified.

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Housing | Health | Recovery

Maternity Leave	18 weeks full pay which can be pro rata across duration.
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