TORC Community & Family Resource Centre

Counsellor (Addiction) Youth and Adolescents

**Counsellor (Addiction)**

**Job Specification & Terms and Conditions**

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| **Job Title** | **Counsellor (Addiction) Youth and Adolescents** |
| **Remuneration** | €43,778, €45,148, €46,947, €48,786, €50,527, €52,518, €54,382 |
| **Campaign Reference** | HSED&AS – Counsellor Addiction Youth |
| **Closing Date** | 3rd September 2025 |
| **Proposed Interview Date (s)** | 11/ 12th September |
| **Position Type**  | This is a seconded position facilitated by Torc Community & Family Resource centre (employer) seconding to the HSE Drug and Alcohol Services |
| **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 12 month full-time contract available The successful candidate may be required to work in any service area in Kerry within the vicinity as the need arises. |
| **Job Description** | **Job Description**: The role of Addiction Counsellor is vital to our successful partnership with the HSE. This role will be based in HSE Drug and Alcohol Services Brandon House Tralee. The successful candidate will be responsible for delivering quality programmes to Youth and Adolescents and their families accessing services in Brandon House. **Secondment for 12 months to HSE****Job title:** Addiction Counsellor to work with Youth and Adolescents ranging from the age of 14-23 years and their families.**Role purpose:** To provide an out-patient based assessment and substance misuse treatment and relapse prevention programme, which supports young people between the ages of 14-23 yrs. and their families. |
| **Informal Enquiries** | Derek O Leary – Derek.OLeary@torccfrc.ie |
| **Details of Service** | The post-holder will initially be located in the following:Main Location: Brandon House, Upper Rock Street Tralee KerryOther areas: Tralee, Killarney, Listowel and surrounding areas.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 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 service-user’s addiction within the context of the long-term aim of returning the service-user to a drug-free life.
* Aftercare and rehabilitation programmes that assist service-users 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 the 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-user issues related to substance use including: motivation, harm-reduction, stabilisation, detoxification, relapse prevention, relationship difficulties, depression, anxiety, 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 the Heads of Discipline. Counselling is managed by Senior Counsellors.
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| **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. |
| **Key Working Relationships** | Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate. |
| **Purpose of the Post**  | * To engage in therapeutic relationships with service-users to assist in the management of Substance use and related issues.
* To provide individual and group counselling in community care settings of the Addiction Service.
* To work with other members of multidisciplinary care teams to provide a person centred service.
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| **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 i.e. progress notes, confidential releases (no information should be given or sought about service-users without first obtaining their written consent), discharge summaries, etc. Attend and present case reviews at weekly conferences held by Programme Director.
* 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-user, spouses and concerned persons where appropriate.
* 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 healthcare and support services, including medical examination and referral to more specialist services if required.
* Referral of clients to self-help groups and community initiatives.
* Notify child abuse in accordance with Children First Guidelines.
* Actively participate in regular external clinical supervision in accordance with supervision policy.
* Actively participate in line management supervision
* 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.
* Monitor and evaluate effectiveness and outcomes of treatment for individuals/groups, matching therapy to needs.
* Participate in the development of new initiatives: e.g. Community-based programmes, training programmes, etc.
* Provide training in skills and theory appropriate to best counselling practice as required.

**Administration and Accountability***The Counsellor (Addiction) will:** Maintain contemporaneous records and submit statistics and activity data in a timely manner as requested by the Senior Counsellor.
* Maintain accountability within the Health Service Executive Performance Management System & TORC FRC
* Write clear concise reports.
* Observe professional ethical standards and behaviours as required by HSE Policies and Guidelines.
* Ensure a high level of documentation in accordance with the Freedom of Information Act and ensure confidentiality and security of records at all time in accordance with the Data Protection Act and requirements of relevant professional Accrediting Bodies
* Take corporate responsibility as well as ethical counselling responsibility.
* Co-operate with the operation of new technology.
* Report to the Senior Counsellor on matters affecting the administration of the service.
* Meet with the Counselling team as arranged by Senior Counsellor
* Engage with line management supervision with the Senior Counsellor.
* Attend in-service training as required.
* Comply with Health and Safety regulations and review procedures.
* Comply with HSE Policies and review procedures related to Risk Management, Audits, and clinical accountability.
* Be flexible 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.
* 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, 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.
* 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.
* Engage in training and supervision of other staff as required, sharing knowledge to maintain professional standards.
* Engage in ongoing monitoring, audit and evaluation of service.
* Participate in the development of new initiatives: e.g. Community based programmes, training programmes, etc.
* Provide training in skills and theory appropriate to best counselling practice as required.
* 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** | **Professional Qualifications, Experience, etc.**Eligible applicants will be those who on the closing date for the competition meet the criteria set out as follows:1. Hold 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**1. Hold 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:**1. 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**1. Be a full member of the Clinical or Counselling Psychology Division of the Psychological Society of Ireland (PSI).

**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.Clearly demonstrate experience of working with youth and adolescents between the ages of 14-23 years old experiencing difficulties with drugs and/or alcohol and their families.  |
| **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
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| **Skills, competencies and/or knowledge** | ***Candidates must Demonstrate:**** the ability to assess Service-Users’ suitability for counselling / therapy
* competence in providing short-term therapy to Services-Users utilising therapeutic approaches such as person-centred and cognitive-behavioural therapies
* knowledge of adolescent / adult development and the impact of deprivation, neglect and abuse
* an ability to utilise evidence-based practice in informing clinical decisions about Service-Users
* knowledge of National Rehabilitation Framework and structure 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 a 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
* ability to manage deadlines and effectively handle multiple tasks
* initiative and innovation, identifying areas of improvement, implementing and managing change
* knowledge of Infection Control
* The candidate must maintain strong links with the Service-Users and develop systems of Service User evaluation
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