



## Merchants Quay Ireland Homeless & Drugs Services

### JOB DESCRIPTION

<b>Job Title:</b>	Addiction Counsellor, Cavan and Monaghan Drug and Alcohol Service (CAMDAS) - Part-Time
<b>Responsible to:</b>	The Head of Drug, Health and Homeless Services through the Regional Day Service Manager
<b>Responsible for:</b>	The direct delivery of individual/group counselling/therapy to individuals and their families with drug and or alcohol problems in the Cavan and Monaghan Drug and Alcohol Service
<b>Reports to:</b>	The Service Coordinator, CAMDAS
<b>Objective:</b>	To effectively deliver counselling services pertaining to the HSE Service Level Agreement, and in doing so to uphold the philosophy and working ethos of MQI

### Key Responsibilities

- To develop professional therapeutic relationships with Services Users to assist in the management of substance use and related issues.
- To provide individual and group counselling services in Cavan and Monaghan Drug and Alcohol Service
- To operate within professional and ethical guidelines as outlined by the relevant professional accreditation bodies
- To work with other members of the care team to provide a person centred, relational care service

### Principle Duties and Responsibilities

- Provide individual/group counselling/therapy to clients aged 18 and over
- To facilitate assessment to individuals who attend the service for support
- To manage a caseload across a range of programmes, under supervision
- Facilitate group therapy, workshops, and educational groups to Clients
- Understand and prioritise Service User needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health on beliefs and behaviours
- Assessment and treatment of Service User and concerned persons where appropriate
- Establish appropriate therapeutic contracts in relation to clients to facilitate the counselling process
- Deliver specific substance use interventions using a variety of models i.e. Cognitive Behaviour Therapy, Motivational Interviewing, Harm Reduction, Relapse Prevention as well as crisis interventions, the aim of which is to promote self-efficacy and motivation to change and to reduce harm caused by substance misuse/offending behaviours

- Facilitate appropriate treatment strategies and comprehensive care planning in conjunction with the multidisciplinary team and ensure regular review of individual treatment plans and goals identified
- Support a health promotion approach, focusing on disease prevention and reduction of risks associated with substances misuse and addiction
- Participate in clinical multidisciplinary team and liaise with General Practitioners, primary health care, psychiatric services, statutory/community and 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 and referral to more specialist services if required as part of an integrated care plan
- Referral of clients to self-help groups and community initiatives
- Notify the Service Coordinator as soon as possible where there are reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse in accordance with current legislation, MQI's Child protection Policy
- To actively participate in monthly 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
- 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 and group programmes etc
- To provide training in skills and theory appropriate to best counselling practice as required
- To actively participate in regular external clinical supervision in accordance with MQI's supervision policy
- 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.
- To monitor and evaluate effectiveness and outcomes of treatment for individuals/groups, matching therapy to needs
- To assist with any other duties which the Service Coordinator might reasonably request

#### **Administration and Accountability**

- Maintain contemporaneous records and submit statistics and activity data in timely manner as requested
- To write clear concise reports
- To observe professional ethical standards and behaviours as required by MQI's 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
- To report to the Service Coordinator on matters affecting the administration of the service
- To engage with monthly line management supervision
- To attend in service and external training as required
- To comply with MQI's Health and Safety regulations and review procedures
- To comply with MQI's Policies and procedures related to Risk Management, Audit, and clinical accountability

- Be flexible in practice as required i.e. out of hours, provision of new programmes and service initiatives
- Co-operate with relevant approved research, by or on behalf of MQI
- Attend meetings as and when necessary, to review the service provision and development
- To be familiar with and adhere to all operational policies and be aware of fire and other safety precautions as outlined in the Health and Safety Statement
- To comply with the Service Coordinator's requirements in relation to all appropriate paperwork and filing of data relevant to the service; in particular intervention records, client files and monitoring requirements.
- To work with the Service Coordinator in the operation of the relevant client data base system and ensure that all required data is entered on a timely and accurate basis
- To provide reports as requested by the Service Coordinator or MQI Management on a structured and ad hoc basis

#### **Multi-Disciplinary Team Working**

- Participate as a member of Care Teams / Networks; including service provision, 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
- Participate in community needs assessment and ongoing community involvement
- Undertake Team Facilitator/Chairperson role if/as required
- Undertake Key Worker role as required
- Develop and maintain close liaison with team members, external agencies specialist services to ensure an integrated service for clients
- To attend all training sessions, workshops and courses as advised by the Service Coordinator
- To actively engage with your Services Coordinator regarding ones own personal/professional needs in the context of being an effective counsellor in CAMDAS.

#### **Development and Evaluation of Services**

- Support models of best practice / evidence based practice
- Training and supervision of other staff as required, sharing knowledge to maintain professional standards
- Ongoing monitoring, audit and evaluation of service
- To develop and conduct relevant research within the service and the evaluation of such research in order to improve treatment and therapeutic standards

#### **Person Specification**

##### **The ideal candidate for this position will have:**

- Two years experience in a paid full-time capacity, or equivalent part time, in an addiction service or similar setting.
- Accredited counsellor with ACI, IACP or equivalent body
- A relevant third level qualification in the area of addiction studies or social care, (minimum Level 7)

- An excellent understanding of issues relating to problem drug use, homelessness, dual-diagnosis and progression pathways towards community-based rehabilitation, housing and training services
- Demonstrate knowledge of adult development and the impact of deprivation, neglect and abuse
- Demonstrate an ability to utilise both practice-based evidence and evidenced based practice in informing clinical decisions about Clients
- Demonstrate detailed up-to-date clinical knowledge of assessment and treatment of a range of addiction and mental health problems
- Demonstrate commitment to ongoing evaluation of supervision and clinical practice to ensure a quality and effective service
- Demonstrate knowledge of relevant legislation
- Demonstrate competence in responding appropriately to diverse Clients 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 Clients' processes
- Demonstrate awareness of professional and personal boundaries
- Display effective interpersonal and communication (verbal and written) skills
- Demonstrate ability to manage Clients' 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 proficiency in IT skills relevant to the role (eCASS, NDTRS Link, Vi clarity, Microsoft word, Excel, PowerPoint etc)
- 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 Clients and develop systems of Service User evaluation
- Demonstrate initiative and innovation, identifying areas for improvement, implementing and managing change
- Experience of developing and delivering workshops and seminars
- Capacity to develop positive relationships with internal and external agencies
- Experience and skills in the referral process and assessment of clients with addiction and associated needs
- Experience and skills in developing care plans

**Location:** Cavan and Monaghan Drug and Alcohol Service

**Contract Type:** Fixed Term Contract 12 months

**Hours:** 19.5 hours

**Salary:** €17,433.50 - €21,153.50 DOE(pro-rata based on €34,867 - €42,307 pa)

**Ref:** **CAM072101**

If you are interested in applying for this position, please complete the application form attached to this ad and email to [recruitment@mqi.ie](mailto:recruitment@mqi.ie) with a copy of your up to date CV attached by **5pm Friday 6<sup>th</sup> August 2021**. Please ensure to include the following title in the subject line of your email '**Application for Part-Time Counsellor CAMDAS ref CAM072101**'. Applications that do not have this title may fail to be shortlisted.

**MQI is an equal opportunities employer.**

**MQI reserves the right to review and amend this job description as appropriate.**

***Updated 25 July 2021***