

Job Description

Job title	Famillies Counsellor
Project/team	Counselling Team
Main place of work	Clouds House
Report to	Lead Practitioner
Date This is the date the job description was written	July 2019
Key contacts Internal and external	Lead Practitioner Lead Counsellors Counselling Team Registered Manager Clients Colleagues External agencies and other professionals (including care managers, key workers, criminal justice workers) Family member and friends of clients
Main purpose of the role In one or two sentences summarise why this role exists	Promote services offered by Action on Addiction to families and friends affected by addiction. Coordinate and facilitate Family Counselling sessions at Clouds House – Family Meetings, Family Aftercare Meetings, geneograms, lectures, group supervision, treatment planning.
Key accountabilities Financial, decision-making, key targets	Delivery of the programme to the Clouds House model. Quality of service provided to clients. Retention of clients on the programme. Successful outcomes for clients – in particular, completing the treatment programme, client commitment to abstinent recovery, client engagement with a social support network, family work offered to every client (where appropriate). Good practice case management including quality record keeping. Safeguarding vulnerable adults and children by identifying and reporting.
Main duties	Carry out client assessments and risk assessments. Inform and assist clients regarding specific family issues using recognised theoretical frameworks and the Clouds House Interpersonal model. Provide a regular presence in the residential centre at Sunday visiting in order to offer support to visiting relatives. Support the assessment process for admission, including providing information and support for families bringing clients for assessment or admission. Provide support to family and friends of clients in treatment at all stages of the treatment process, including family aftercare sessions. Raise awareness of family work within the treatment team, promoting an understanding of family systems. Maintain clinical notes, records and statistics to the requested standard

	<p>and with regard to confidentiality. To keep electronic records up to date on the database. Liaise with Families Plus, keeping the treatment team informed of Families Plus work and developments. To promote and refer to the residential family programme. Take part in the treatment team training programme – attending training days whenever possible. Assist in the creation and review of individual treatment plans. Update the client database. Liaise with other relevant professional about clients. Identify safeguarding issues and report these. Attend clinical group supervision, line management progress reviews and staff support sessions. Attend Clouds House Reunions.</p>
<p>General duties Common to all roles</p>	<p>Comply with codes of practice, policies and procedures Take action to reduce health and safety risks Work in harmony with the Charity's values Respect others and value diversity Continuously develop knowledge, learning, skill and practice Continuously improve service delivery Perform other reasonable duties as may be required from time to time</p>
<p>Special conditions For example, unusual hours, travel</p>	<p>Sunday working on a rota basis To attend and assist in the preparation of reunions and other Charity events as required.</p>