

## Person Specification

<b>Job title</b>	Counsellor
<b>Project/team</b>	Community Rehabilitation & Psychosocial Intervention Service, Essex
<b>Reports to</b>	Lead Practitioner

		Essential (e) Desirable (d)
<b>Experience</b> Type and quantity of experience rather than years of experience	Previous experience of working within a community or residential substance misuse treatment service.	E
<b>Skills</b> Specialist, technical and general	Experience of carrying out needs and risk assessments	E
	Experience of facilitating groups and psycho-educational workshops	E
	Experience of facilitating structured family meetings	D
	A working knowledge of the 12 step Programme	D
	A working Knowledge of motivation enhancement and cognitive-behavioural interventions	E
	Ability to be empathic with clients whilst at the same time maintaining clear professional boundaries	E
	Good organisation of records and data in line with data protection legislation	E
	Ability to maintain the principles of confidentiality in all areas of work.	E
	Commitment to continuing learning and development to improve skill base	E
	Open and non-judgemental attitude towards clients and their families	D
	Working knowledge of child/adult safeguarding and incident reporting protocols and procedures	D
	Experience of utilising an electronic case management system to document client records	D
Ability to assess the needs of clients and signpost them to other services as appropriate	D	

<b>Qualifications and education</b>	<p>Possession of a recognised counselling degree/diploma</p> <p>Accreditation with a recognised counselling body</p>	<p>E</p> <p>D</p>
<b>Knowledge</b>	<p>Local knowledge of community resources including a working knowledge of the Essex treatment pathway</p> <p>Knowledge of a range of issues and services including; mental health, substance misuse, housing and benefits.</p> <p>Knowledge of safeguarding vulnerable children/adults</p>	<p>D</p> <p>D</p> <p>D</p>
<b>Personal attributes</b>	<p>Good time keeping; Enthusiastic &amp; motivated; Flexible &amp; creative approach to work; Team player</p>	<p>E</p>
<b>Fit with Charity and team values</b>	<p>Commitment to all principles of treating people fairly and equally</p>	<p>E</p>

**Please sign and date to confirm you are the author of this document.**

<b>Your name</b>	
<b>Signed</b>	
<b>Date</b>	