

## Job Description

<b>Job title</b>	Counsellor
<b>Project/team</b>	Treatment Team, Community Recovery Liverpool
<b>Main place of work</b>	Action on Addiction Community Recovery Liverpool 17 Rodney Street Liverpool L1 9EF
<b>Report to</b>	Lead Practitioner
<b>Date</b>	17.12.18
<b>Key contacts</b>	<ul style="list-style-type: none"> <li>• Counselling team</li> <li>• Case Management Team</li> <li>• Head of Service</li> <li>• Brink of Change Staff</li> <li>• ADPASS counsellors</li> <li>• Brink Staff</li> <li>• External agencies</li> </ul>
<b>Main purpose of the role</b>	To work as part of the counselling team in providing counselling to clients both individually and within structured groupwork programmes in accordance with the SHARP framework.
<b>Key accountabilities</b> Financial, decision-making, key targets	<ul style="list-style-type: none"> <li>• To deliver the SHARP programme to a high quality, enabling clients to complete treatment and sustain abstinence</li> <li>• To adhere to and promote Action on Addiction quality standards and procedures</li> </ul>
<b>Main duties</b>	<p><b>Case Management</b></p> <p>To draft, implement, monitor and revise treatment plans according to procedures.</p> <p>To ensure all monitoring and evaluation procedures are received from clients in a timely manner and filed in the appropriate places</p> <p>To supervise urine screening tests and carry out drug and alcohol screening tests according to procedure.</p> <p>To participate in drafting, setting and monitoring therapeutic conditions</p> <p>To ensure all new admissions are inducted. Carry out induction information sessions and induction assessments e.g. ARC, Fit to 12 Step</p> <p>To liaise with care managers and other referrers and professionals where applicable, including setting up and carrying out mid-way multi disciplinary teams (MDT) reviews.</p> <p>To prepare reports for external agencies, attend court hearings or case conferences as necessary, ensuring quality standard are maintained and deadlines met.</p>

To plan discharges, design continuing care plans and provide discharge summaries

To be aware of, develop contacts with and help introduce clients to resources within the community which can assist with educational, vocational and leisure needs

To attend external appointments with clients and to act as an advocate when appropriate

To make applications for funding as appropriate

To help clients administer their financial affairs and benefits claims in conjunction with the project administrator

To assist with the clients needs by exploring future employment, training, education, leisure opportunities, housing and accommodation and make referrals as appropriate.

To oversee the caseload of other counsellors who are temporarily absent

To ensure client paper and electroic files are up-to-date including admissions, treatment plans, interventions, discharges and end of treatment reports

To maintain clients' records according to procedure, taking full account of the requirement for confidentiality.

To participate in outcome monitoring or service evaluation exercises

Establish and sustain interactions with individuals using the most appropriate communication methods

To help supervise and support trainees and placements

To give presentations about the project and to be available to visitors as directed

### **Therapeutic interventions**

Using the SHARP model as the baseline:

- To engage the clients in the process of treatment planning
- To facilitate group therapy sessions, including interpersonal and step groups
- To conduct one-to-one counselling and case management sessions
- To set therapeutic assignments
- To develop and disseminate information and advice about substance use, health and social well-being
- To give educational talks to clients.
- To conduct workshops including 12 Step and ITEP
- To facilitate family conferences and workshops
- To participate in, and help supervise, outings
- To attend Reunions
- To participate in psychiatric reviews of clients and any other three-way agency meetings, as required

	<p><b>Community welfare</b></p> <p>To take a conscientious role in monitoring and maintaining a safe therapeutic environment.</p> <p>To monitor the conduct of clients in reference to project expectations and to confront clients as appropriate.</p> <p>Identify the hazards and evaluate risks to clients and reduce the risks to health and safety in the workplace</p> <p>To set an example to clients and colleagues in all aspects of personal and professional conduct</p> <p>To be conscientious in respect of Health and Safety, Equal Opportunities, Quality Standards, Adult protection and all other policies and procedures</p> <p><b>Other</b></p> <p>To liaise fully with other Action on Addiction staff as required</p> <p>To liaise with and represent Action on Addiction to other organisations for the benefit of clients and promote its services to stakeholders</p> <p>To attend staff meetings, supervision groups, staff support sessions, development days, forums and training as required.</p> <p>To undertake other tasks and duties as may be required from time to time by the Head of Service and Lead Practitioner</p> <p>To take joint responsibility (with the rest of the team) for opening and locking up the building at the appropriate times</p>
<p><b>General duties</b> Common to all roles</p>	<ul style="list-style-type: none"> <li>• Comply with codes of practice, policies and procedures</li> <li>• Take action to reduce health and safety risks</li> <li>• Work in harmony with the Charity's values</li> <li>• Respect others and value diversity</li> <li>• Continuously develop knowledge, learning, skill and practice</li> <li>• Continuously improve service delivery</li> <li>• Perform other reasonable duties as may be required from time to time</li> </ul>
<p><b>Special conditions</b> For example, unusual hours, travel</p>	<p>Late working until 7.30pm on a rota basis to deliver Continuing Care programmes, usually 2-3 times per month</p> <p>Occasional weekend work for recovery events, reunions and volunteer training delivery</p> <p>Some travel throughout Merseyside to network and promote treatment services</p> <p>Occasional travel, which may incur overnight stays, to attend national events and training</p>

**Please sign to confirm that you have read and understood the job description**

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