



## **Talking Therapies Service : Recruitment Information**

### **Counsellor/ Talking Therapist**

#### **Job Summary**

- 1. To assess people referred to the service with alcohol, drugs and gambling problems**
- 2. To maintain a counselling caseload within Alcohol and Drugs Support South West Scotland**

#### **Accountability**

The post holder will be employed by Alcohol and Drugs Support South West Scotland. In terms of line management, he / she will be accountable to the ADS Operations Manager and the Professional Head of Service.

#### **Key Relationships**

Professional Head of Service ,ADS Senior Leadership Team, ADS Talking Therapies Team, ADP Support Team, ADS Service Users and ROSC partners

#### **Summary of Benefits**

Hours:	35 hrs per week [28 hours could be negotiated for the ideal candidate]
Location:	Covering the Stewartry and Nithsdale areas of Dumfries & Galloway [although currently working from home]
Salary:	£27,085pa [prorate for part time]
Holidays:	36 Days per year [pro rata for part time]
Other:	Company Pension, Employee Assistance Programme, WFH Allowance, Home Office Equipment, Death in Service Benefit

#### **Service Delivery**

1. To assess clients presenting with alcohol, drugs or gambling issues.
2. To maintain a counselling caseload within the agency by forming therapeutic, trusting and respectful relationships with people accessing the Talking Therapy Service.

3. To deliver counselling sessions using different platforms, including telephone, webcam and face-to-face
4. To maintain case notes, assessments, outcome data and any other information needed by the service
5. To assist the ADS Management Team in the development, co-ordination and monitoring of all ADS Talking Therapies services and procedures.
6. To actively participate in one-to-one and group supervision.
7. To liaise with other ADS services where appropriate
8. To liaise with other agencies and ROSC Partners and refer clients onto them if appropriate.

### **Service User Engagement**

9. Act as a champion of ADS and ROSC partners at all times internally and externally, modelling appropriate behaviours.
10. Engage with staff, ensuring personal visibility and accessibility.
11. Develop and/or build strong and positive relationships with key stakeholders to ensure continuity of service.

### **General Responsibilities**

12. Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with prior consent from a line manager.
13. Data Protection Act: To comply with the requirements of the Data Protection Act and its amendments to ensure integrity and security of information entrusted to ADS.
14. Safeguarding: Provide leadership in ensuring the organisational and individual statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
15. Equal Opportunities and Diversity: To ensure that all service users, their partners and carers, colleagues both in ADS and other partner organisations are treated as individuals

16. Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and ADS Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.
17. Quality Assurance: To ensure all activities are delivered in a way that supports and maintains the COSCA Statement of Ethics and Code of Conduct, National Quality Principles for Drug and Alcohol Services and the Health and Social Care Standards.
18. Any Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Operations Manager in line with the changing needs of the service and legal requirements.
19. Self-Development: To ensure continuous professional development both personally and professionally through training, supervision and other appropriate methods.

### **Experience, Skills and Qualifications**

Suitable candidates will ideally have experience or knowledge of the following:

- Trauma-informed practice
- Knowledge of substance misuse
- Awareness of current standards, issues and practices pertaining to counselling
- Ability to communicate accurately and effectively with colleagues, service users and other agencies
- Ability to draft and present information clearly and concisely
- Ability to build trusting professional and therapeutic relationships with service users
- Ability to undertake written assessments and support plans in consultation with service users

### **Suitable candidates will also require:**

- Diploma in Counselling or Equivalent [Certificate in Counselling Skills is not sufficient]
- **OR** Completion of Alcohol Focus Scotland Counselling Training Scheme
- To hold a full driving licence permitting driving in the UK , and have access to a reliable car
- To be computer literate, especially in use of Microsoft Office software
- Protecting Vulnerable Group [PVG] Scheme membership (where membership has not been attained the suitable candidate will be required to meet the cost of the membership)

