

SPITALFIELDS CRYPT TRUST

JOB DESCRIPTION

PROJECT:	Acorn House Rehabilitation Hostel
POST:	Substance Misuse Counsellor
HOURS:	Part-time (2 days per week/15 hours)
RESPONSIBLE TO:	Project Manager
SALARY:	£24k – 26k pro rata

Spitalfields Crypt Trust (SCT) aims to help people who are facing problems of homelessness, addiction, poverty or social isolation, to put their lives back together through the provision of a range of high-quality support, rehabilitation and training services.

We run various services which include a daily drop-in centre, an abstinence-based supported house, two third-stage move-on homes, an education and training centre, and seven charity shops. Our core objective central to each of these activities is that of "putting lives back together".

You will be working for an exciting charity at Acorn House. SCT is committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services and employment on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, gender, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from, or applying to SCT for either voluntary or paid employment, will be treated less favourably than any other person on any grounds.

In employment we actively seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and we welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation. (Sources - Equal Opportunities Policy 2.2 (i) and (v)).

Currently we run social enterprises in painting and decorating, cleaning and coffee shops. We are actively exploring the development of further social enterprises.

SCT is a growing organisation with opportunities for people with good motivational skills and high levels of initiative.

JOB SUMMARY

To provide and develop a range of quality care planned counselling interventions to current and ex-substance users.

To support the line manager to meet the statutory requirements of the service specification and prepare for all internal and external service audits/inspections. To take prime responsibility for therapeutic interventions, delivering appropriate individual and group sessions. Lead a variety of therapeutic approaches including person-centred therapy.

TASKS AND RESPONSIBILITIES

1. Counselling Service

- 1.1 To provide a range of care-planned counselling interventions for service users with a range of complex issues in addition to their substance misuse, including mental health, child protection, homelessness, abuse, etc. using a range of counselling models
- 1.2 Providing counselling/support on specific substance use issues including harm reduction relapse prevention and motivational work

2. Client Work

- 2.1 To proactively deliver a high quality/person centred service provision that meets the needs of the service users by promoting peoples' rights and responsibilities and working as an effective member of the team
- 2.2 Providing advice and information to Service Users, their families and friends and professionals regarding their support.
- 2.3 Developing, in consultation with Service Users, flexible and realistic support packages/person centred plans within agreed guidelines or service models
- 2.4 Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team
- 2.5 Providing written reports to professionals and other organisations, such as, GPs, probation services, social care services, Court reports etc.
- 2.6 Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements
- 2.7 Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans
- 2.8 Agreeing and formulating individual action/care plans

3. Recording, Monitoring and Evaluating

- 3.1 To maintain client records in such a way that conforms to SCT policies and procedures and complies with medical and legal requirements.
- 3.2 To assist the Project Manager and Administrator in the provision of information that enable data collection, input and retrieval.
- 3.3 To conduct regular outcome monitoring to ensure that the programme meets the identified need of the service users and contractual requirements.

- 3.4 All client information to be kept in a neat and accessible manner ensuring that service users can appraise the information kept on them, and that the information is able to be used by all members of the team.
- 3.5 To keep all client information in a secure area to ensure that confidentiality is maintained at all times.
- 3.6 To ensure that all interventions are underpinned on sound theoretical methods to ensure that outcomes are measurable.

4. General duties and responsibilities

- 4.1 To ensure that the counselling room is safe and secure.
- 4.2 To assist in the process of review.
- 4.3 To attend supervision, appraisal and other meetings as directed by Line Manager.
- 4.4 To represent SCT in a professional manner at all times.
- 4.5 To treat all colleagues and service users with respect and dignity.
- 4.7 To contribute to the strategic development of SCT by identifying skill sharing opportunities, training provision, information exchange etc.
- 4.8 To work within a team context, recognising the dynamics and responsibilities.
- 4.9 To undertake any task in line with role and responsibilities as directed by Line Manager.

PERSON SPECIFICATION

Job Criteria	Essential	Desirable
Experience/Qualifications		
1. Two years post-qualifying experience as a Counsellor	✓	
2. Minimum qualification of a Diploma in Counselling with 450 hours of supervised counselling experience	✓	
3. Professional membership with either BACP, UKCP or BPS.	✓	
Knowledge and Skills		
4. An excellent understanding of the complex needs and problems that confront those with a history of problematic substance misuse including crack cocaine <i>(DANOS Unit AB2)</i>	✓	
5. Knowledge and ability to plan, deliver and evaluate group work with substance users. <i>(DANOS Unit AI3)</i>	✓	
6. Able to provide and develop a range of quality care-planned counselling interventions for service users with a range of complex issues. <i>(DANOS Unit AD1, AI3)</i>	✓	
7. The knowledge, skills and ability to assess the complex needs of drug users and formulate action plans to identify how these needs can be met. <i>(DANOS Units AA2, AF3)</i>	✓	
8. An excellent understanding of the range of services which are available to people who have substance misuse issues, their referral and access points <i>(DANOS Units AB2, AG3)</i>	✓	
9. The skills and ability to establish and maintain effective working relationships with a range of people within both statutory and voluntary sectors. <i>(DANOS Unit AG3, BI5)</i>	✓	
10. Knowledge, understanding and a commitment to the implementation of anti-discrimination practices. <i>(DANOS Unit AA4, AA6)</i>	✓	
11. Excellent verbal and written communication skills, with a focus on record keeping, monitoring, case management, and report writing. <i>(DANOS Units AG1, BI5)</i>	✓	
12. Knowledge of treatment concepts and therapeutic approaches.	✓	

DANOS Units Relevant to this Role:	
AA2	Relate to, and interact with individuals
AA4	Promote the equality, diversity, rights and responsibilities of individuals
AA6	Promote choice, well-being and the protection of individuals
AB2	Support individuals who are substance users
AC1	Reflect on and develop your practice
AC2	Make use of supervision
AD1	Raise awareness about substances, their use and effects
AF3	Carry out comprehensive substance misuse assessment
AG1	Develop, implement and review care plans for individuals
AG3	Assist in the transfer of individuals between agencies and services
AI3	Counsel groups of individuals about their substance use using recognized theoretical models
BD4	Promote, monitor & maintain health, safety & security in the working environment
BI5	Promote effective communication for and about individuals