

Addictions Support & Counselling (ASC) – Forth Valley

Counsellor with the Women's Outreach Team (WOT)

Job Description

- POST:** Counsellor
- SALARY:** Pay scale is £24,289 to £26,891 pro rata, with four spinal column points.
- RESPONSIBLE TO:** ASC's Chief Executive for all employment issues and to Circle's Project Manager for operational matters
- HOURS:** 18 hours per week
- DURATION:** Funded by The National Lottery Community Fund and Charles Hayward Foundation until 31 July 2024

AIMS OF POST:

To provide a range of assessment, counselling and/or psychological support services for women affected by addictions and related mental health issues, and to contribute towards ASC's corporate aims of responding to substance use and promoting recovery.

The postholder is required to deliver a range of interventions based on Cognitive Behavioural Therapy (CBT) and to promote and foster a culture of recovery focused work.

Based in Hamilton, the postholder will be expected to work across South and North Lanarkshire at various locations.

ASC follows the Scottish Social Services Council's (SSSC) Code of Practice for Employees and Employers although currently ASC is not recognised by the SSSC. The postholder is expected to demonstrate through his or her work his or her commitment to the Code of Practice for Employees.

MAIN DUTIES

1. To receive referrals and to carry out assessments of women affected by addictions and related mental health issues to identify their personal, health and social care needs and to identify their recovery capital.
2. To work in collaboration with service users to produce appropriate and flexible recovery plans that respond to identified psychological needs, and that promote service user participation in changing behaviour and reducing the harm arising from addictive behaviours.
3. To provide a range of individual & group psychological support interventions, including psychoeducation, cognitive-behavioural interventions, information and advice, guidance and support, problem solving and relapse prevention, motivational

interviewing and onward referrals to rehabilitation services, recovery services, and other health/social care services as required.

4. To encourage, where appropriate, service users to engage with peer support and mutual aid groups such as Self-Management And Recovery Training (SMART) and twelve step fellowships such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).
5. To support women in the community as an alternative to custody and to work with women in promoting and sustaining safer and healthier lifestyles.
6. To manage a caseload and to liaise with and refer to other professionals, practitioners and organisations, and to participate in joint reviews or case conferences as required.
7. To ensure that all assessments, recovery plans, records and reviews are kept up to date and stored securely and that the electronic recording of performance indicators, service outcomes, statistical returns and other monitoring data is carried out regularly and timeously.
8. To produce written reports on a periodic and regular basis pertaining to case work performance including service user progress reports and service monitoring, evaluation and audit reports.
9. To promote the work and services of ASC and Circle to relevant addictions services, health services, social work departments and Criminal Justice services and other organisations and services as required.
10. To follow ASC's and Circle's policies and procedures in maintaining and developing ethical standards and good practice in day to day work.
11. To adhere to the Scottish Social Services Council (SSSC) Code of Practice for Employees and to contribute towards ASC's compliance with the SSSC Code of Practice for Employers.
12. To attend internal and external meetings (including line management and clinical supervision) as required on a periodic and regular basis.
13. To maintain and develop personal development and learning plans as agreed through line management and clinical supervision, and to be responsible for own professional development.
14. To carry out other duties and tasks that ASC might reasonably require.

May 2021