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|  | **Glasgow Council on Alcohol**2nd Floor, 14 North Claremont StreetGlasgow G3 7LE0141 353 1800 |

**JOB DESCRIPTION**

**JOB TITLE:** Counsellor Practice Supervisor

**SALARY:** Starting Salary GCA GRADE 7 - £28,560 - £31,212 p.a. (pro rata)

**Hours:** Part-time 21 hours per week. Full flexibility of working hours including remote working when appropriate.

**Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate.**

**GCA deliver services over 6 days per week**

**MAIN FUNCTION/RESPONSIBILITY**

The Practice Supervisor will manage and coordinate a high quality Practice Supervision service within GCA, ensuring all volunteers, students and alcohol counsellors receive appropriate practice supervision, support and guidance.

**Reporting Relationships**

The Practice Supervisor reports to the Head of Prevention and Client Services.

**Management Accountability**

None

**Key Result Areas**

1. Ensure GCA maintains professional counselling standards in accordance with COSCA/BACP/BABCP codes of ethics and practice GCA policies.
2. Support the Head of Client Services to review current practice supervision arrangements within GCA and contribute to the strategic direction of practice supervision.
3. Coordinate and deliver high quality practice supervision to volunteers, diploma students and counsellors.
4. Evaluate the performance of supervisees and provide placement reports for students.
5. Monitor professional and ethical issues within Practice Supervision and work with the Head of Client Services and the Quality Assurance Group to communicate and address issues appropriately.

**Main duties**

1. Maintain a high standard of professional practice through coordinating the service and providing practice supervision.
2. Work closely with managers and Practice Supervisors to ensure GCA promotes a cohesive organisational approach to learning and development.
3. Monitor professional and ethical issues as a full member of GCA’s Quality Assurance Group.
4. Contribute to the selection and training of counsellors.
5. Contribute to the on-going professional development of counsellors.
6. Liaise with statutory, voluntary and community organisations as appropriate.
7. Accurately maintain current client information database, for statistical purposes.
8. Keep up to date with developments in the counselling, supervision and addiction fields and share information with colleagues.
9. Maintain stocks of appropriate literature to support the service.
10. Any other duties as required within the role.

**PERSON SPECIFICATION**

**counsellor Practice Supervisor**

**E = Essential D = Desirable**

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| **QUALIFICATIONS** |  |
| * Diploma in Counselling
 | E |
| * Related first degree
 | D |
| * Training in alcohol Issues
 | D |
| * Qualification in Counselling Supervision
 | E |
| * Registered with BACP/BABCP/COSCA
 | E |
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| **SKILLS** |  |
| * Good written and verbal communication skills
 | E |
| * Good interpersonal skills
 | E |
| * Planning and co-ordinating skills
 | E |
| * Time management skills
 | E |
| * Basic administrative skills and IT skills
 | E |
| * Good interpersonal skills
 | E |
|  |  |
| **EXPERIENCE OF** |  |
| * Minimum of 3 years and 300 hours evidenced supervision practice
 |  E |
| * Inter-agency working
 | D |
| * Working in the addictions field
 | D |
| * Report writing
 | D |
|  |  |
| **KNOWLEDGE OF** |  |
| * Understanding of issues faced by adults with problematic alcohol use
 | E |
| * Different approaches to practice supervision
 | D |
| * Harm reduction approach to alcohol issues
 | D |
|  |  |
| **PERSONAL ATTRIBUTES** |  |
| * Enthusiasm for working in the alcohol field
 | E |
| * Positive attitude
 | E |
| * Non judgemental attitudes
 | E |
| * Self-directed
 | E |