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| **Job Specification; Sample Content****Counsellor / Therapist Employee Assistance Programme (3028)** |
| **The following template provides sample content for the above role.** **Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** |
| **Reporting Relationship** | ***For Example:*** Your professional reporting relationship for clinical governance and supervision will be to the National Lead, Employee Assistance Programme, along with accountability for day to day operational matters.  |
| **Purpose of the Post**  | ***For Example:*** To be responsible for the effective delivery of a quality Employee Assistance service, for the area assigned. |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Counsellor / Therapist will:***Professional / Clinical*** Provide clinical and professional leadership in the delivery of a high quality EAP service.
* Operate within the scope of Counsellor and Psychotherapy practice as per IACP requirements (CORU when the register comes live).
* Ensure the implementation of current and evolving legislation, regulations and standards, policies and procedures, guidelines and protocols.
* Work within the national framework of standards as applies to EAP Counselling.
* Work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.
* Take direct responsibility for a defined caseload, as required.
* Plan and deliver an evidence based counselling and psychotherapy service including brief therapies.
* Provide an initial assessment service to staff and develop referral procedures.
* Chair and participate in case conferences with the appropriate staff as the need arises.
* Develop good working relationships with key stakeholders to provide integrated quality care to service users.
* Provide professional leadership at meetings, committees and/or other fora as required.
* Contribute to the overall development of the EAP service to meet current and emerging trends and unmet needs.
* Participate in the development and implementation of the *Staff Health and Wellbeing Strategy. [****please add, delete or amend this bullet****]*
* Build on *Positive Workplace Initiatives* which recognise social and collective responsibility in creating and sustaining environments that recognise staff and value resilience and innovation. *[****please add, delete or amend this bullet****]*
* Support the implementation of the revised EAP national management structures. *[****please add, delete or amend this bullet****]*
* Promote a culture that values equality, diversity and respect in the workplace.

**Education & Training*** Attend mandatory training programmes.
* Engage in regular case-management and supervision with the National Lead (EAP) or designate.
* Actively participate in peer supervision with Counsellor /Therapist colleagues as appropriate.
* Be informed of advances in professional knowledge and practice and developments in national policies, strategies and legislation and perceived impact on practice.
* Take responsibility for continuous professional development and ensure compliance with statutory registration requirements.
* Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.
* Engage in career and professional development planning.
* Manage., participate and play a role in the practice education of trainee Counsellor / Therapists

**Quality and Risk, Health and Safety Management*** Participate in HR Early Warning Systems which enable the organisation respond in a timely manner to predictable workplace stressors.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* Comply with and contribute to the development of policies, procedures and safe professional practice.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc.and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**Management & Administration** * Contribute to the development of policies, procedures and guidelines in relation to the EAP service.
* Participate in and contribute to service planning and development.
* Prepare reports as required by the National Lead, Employee Assistance Programme.
* Ensure that there are appropriate systems in place to gather relevant information.
* Ensure the maintenance of appropriate service user records and statistics in accordance with HSE requirements and local guidelines, Freedom of Information Act, Data Protection Acts (GDPR) and other relevant legislation.
* Maintain professional standards with regard to service user and data confidentiality.
* Hold responsibility for managing the waiting list in a designated area i.e. Keeping the list updated regarding allocations. Ensure clients are allocated in a timely manner.
* Engage in clinical audit, quality initiatives and service evaluation.
* Engage in administrative duties as required for the delivery of the service.
* Acts as spokesperson for the Organisation as required.
* Demonstrate pro-active commitment to all communications with internal and external stakeholders.
* Keep up to date with organisational developments within the HSE.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.**  |
| **Skills, competencies and/or knowledge** | ***For Example:****The candidate must demonstrate:***Professional Knowledge & Experience** *For example:** Sufficient professional / clinical knowledge to carry out the duties and responsibilities of the role
* Ability to apply knowledge to best practice and experience of applying evidence based practice
* Experience and/or understanding and ability to work in an employee assistance programme environment
* Competence in delivering a professional service and inputting into service development including project work
* Ability to manage client records effectively and to produce counselling reports as required
* Commitment to continuing professional development and an ability to utilise supervision effectively
* Willingness to develop Information and Communications Technology skills relevant to the role

**Planning and Managing Resources**  *For example:** Ability to plan and deliver counselling/psychotherapy/brief therapies in an effective and resourceful manner
* Ability to manage self in a busy working environment
* Flexibility and the ability to evolve and adapt to a rapid changing environment

**Team Player***For example:** Demonstrates the capacity to work independently as well as part of a team
* Demonstrates ability to work collaboratively with other disciplines
* Contributes to the development of a culture of involvement and consultation within the team
* Is motivated, perseveres despite setbacks and ensures that goals are achieved

**Commitment to providing a Quality Service***For example:** Demonstrates a commitment to providing a quality service
* Displays initiative and innovation in the delivery of service
* Ensures that the welfare of the service user is a key consideration at all times

**Evaluating Information and Judging Situations** *For example:** Demonstrate the ability to evaluate information, identify risks and make effective decisions
* Formulates, articulates and demonstrates sound clinical reasoning
* Is objective but aware of sensitivities in approach to decision making

**Communications and Interpersonal Skills***For example:** Fosters open, honest and clear communication
* Tailors the message to match the needs of the audience
* Effective interpersonal skills
* Demonstrates dignity and respect at all times
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