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| **Job Specification; Sample Content****Counsellor / Therapist National Counselling Service (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 Director of Counselling (or designate) along with accountability for day to day operational matters. |
| **Purpose of the Post**  | ***For Example:*** The Counsellor/Therapist will provide counselling and psychotherapy to clients of the National Counselling Service *(*NCS) within established HSE standards, guidelines and policies.  |
| **Principal Duties and Responsibilities** | ***For Example:*** *The Counsellor / Therapist will:***Professional/Clinical*** Be responsible for the delivery of counselling and psychotherapy services appropriate to the post in line with best practice.
* Operate within the scope of Counsellor and Psychotherapy practice as per IACP requirements (CORU when the register comes live).
* Work within limits of professional competence in line with principles of best practice professional conduct and clinical governance. Work in an ethical and professional manner at all times.
* 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.
* Conduct assessments and individual and / or group counselling / psychotherapy with clients of the service.
* Establish appropriate counselling / psychotherapy contracts with clients.
* Provide a counselling / psychotherapy service across the geographical work area as required.
* Maintain assigned clinical caseload.
* Carry out psycho-educational and mental health promotion activities as appropriate.
* Inform, facilitate and refer clients, as appropriate, on accessing healthcare and support services.
* Inform clients about legal and psycho-social implications of attending the National Counselling Service.
* Promptly bring clinical governance issues such as risk, child protection etc. to the attention of the Director of Counselling or designate, as appropriate.
* Work as a member of an integrated team - communicate effectively and work in co-operation with other team members and agencies to ensure integrated service provision.
* Foster an understanding of the role and contribution of counselling and psychotherapy by providing professional consultation, education, guidance and support to others as appropriate.
* Contribute to, promote and safeguard the good reputation of the service.
* Provide case management supervision, if required.
* Engage in clinical audit, quality initiatives and service research and evaluation.
* Attend meetings /case-conferences as required.
* Participate in service related working groups / sub-groups as required.
* Promote a culture that values equality, diversity and respect in the workplace.

**Education & Training*** Attend mandatory training programmes.
* Engage in regular case-management and managerial supervision with the Director of Counselling or designate.
* Engage in regular external clinical supervision in accordance with NCS Policy.
* 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** * Comply with and contribute to the development of policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
* Adequately identify, assess, manage and monitor risks within their area of responsibility.
* 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, ow carbon and efficient health service.

**Management & Administration*** 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.
* Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways and integrated care arrangements.
* Prepare reports, provide statistical returns and additional data as required to support the effective administration and evaluation of the service.
* Participate in clinical administration duties, as required.
* Actively participate in development and continuing improvement initiatives of the service in liaison with the Director of Counselling / relevant others.
* Contribute to policy development, performance monitoring, business proposals and service planning in conjunction with the Director of Counselling / relevant others.
* Ensure compliance with HSE National Financial Regulations.
* Assist in ensuring that the service makes the most efficient and effective use of developments in Information and Communications Technology.
* 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:** Demonstrate sufficient professional / clinical knowledge to carry out the duties and responsibilities of the role
* Demonstrate an ability to apply knowledge to best practice
* Demonstrate experience of applying evidence based practice and practice based evidence
* Demonstrate competence in delivering a professional service
* Demonstrate commitment to continuing professional development
* Demonstrate ability to utilise supervision effectively
* Demonstrate a 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 services 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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