



**Health Service
Employers Agency**

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1st August 2003

To: **Chief Executive Officer and Director of Human Resources
Each Health Board and Eastern Regional Health Authority**

Re: **Permanent appointment of Directors of Counselling – National Counselling Service:
Grade Code 3027**

Dear Chief Executive

Following discussion with representatives of Directors of Counselling – National Counselling Service, the arrangements set out below have been agreed for the permanent appointment of existing post-holders:

1. Each Health Board will proceed with a local competition for permanent filling of Director of Counselling posts in the National Counselling Service. Competitions will be confined to staff within each individual board who possess the required qualifications and experience for the Director of Counselling posts, as already laid down.
2. Appointments will be based on the agreed job description and person specification, which are attached.
3. Based on a thirty-five (35) hour working week, the salary for the post of Director of Counselling – National Counselling Service will be:
€68,724; €70,262; €71,801; €73,339; €74,878; €76,416; €77,954; €80,293; €82,943

The salary scale outlined above includes the first phase of the public service benchmarking recommendation for the senior therapy grade, to which it has been agreed that the Director of Counselling grade will be aligned.

4. The new scale should be applied from the date of permanent appointment, with incremental credit to be granted for previous service in the temporary/contract post of Director of Counselling – National Counselling Service¹.
5. Annual leave for the post of Director of Counselling – National Counselling Service will be thirty-three (33) working days per annum.

Any queries in relation to the above arrangements should be addressed to the undersigned.

Queries relating to funding should be referred to Mr David Byrne, Child Care Legislation Unit, Department of Health & Children, tel: 01-6354736

Yours sincerely

GERRY BELLEW
Industrial Relations Executive

cc: Mr David Byrne, Child Care Legislation Unit, Department of Health & Children

¹ The staff side insists that the application of the revised salary scale should be retrospective to October 2000. As agreement on this matter could not be reached during negotiations, it has been accepted by the parties that the issue will be addressed through the State's established industrial relations machinery.

PERSON SPECIFICATION

Director of Counselling – National Counselling Service

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Accredited qualification in psychology, social work, nursing or medicine - Accredited qualification in counselling or psychotherapy or relevant post-graduate qualification 	<ul style="list-style-type: none"> - Additional relevant counselling or management qualification
Experience	<ul style="list-style-type: none"> - 5-years experience in counselling therapy - Experience in developing policies and philosophy of service - Relevant management experience - Experience of supervising staff 	<ul style="list-style-type: none"> - Personal growth / self care - Working in the Health Service - Counselling work with adults with mental health issues - Working with trauma
Knowledge	<ul style="list-style-type: none"> - Awareness of key linkages in the internal/external environment - Detailed knowledge of childhood and institutional abuse - Thorough knowledge of relevant legislation - Detailed clinical knowledge of assessment and treatment of abuse and neglect - Detailed clinical knowledge of assessment and treatment of adults with psychological problems and trauma 	<ul style="list-style-type: none"> - Knowledge of Health Board structures and services
Organisational / Management Skills	<ul style="list-style-type: none"> - Management of budgets - Management of staff and leadership skills - Highly developed interpersonal skills - Well developed analytical and problem solving skills 	<ul style="list-style-type: none"> - Understanding of and ability to prepare service plans - Ability to prepare annual reports - I.T. skills
Service Development Capacity	<ul style="list-style-type: none"> - Vision and Quality Focus - Understanding of the importance of innovation and change management - Knowledge of service structure and assessment of current and future needs - Ability to work on own initiative - Ability to work jointly on national issues 	<ul style="list-style-type: none"> - Working in a multi-disciplinary team - Evaluation of service / staff

JOB DESCRIPTION

1. Title:

Director of Counselling – National Counselling Service

2. Qualifications and Experience required:

Essential –

An accredited qualification in Psychology or Social Work or Nursing or Medicine
AND

An accredited qualification in Counselling or Psychotherapy, or a relevant postgraduate qualification
AND

Five years experience in the Counselling/Therapy field

Experience developing policies and philosophy of service

Relevant management experience including experience of supervising staff

Detailed knowledge of childhood and institutional abuse

Desirable –

Evidence of Personal Growth Work

Experience of having worked with trauma

Experience of working in the Health Service

3. Accountable to:

The Assistant Chief Executive Officer/Programme Manager or designated officer specified by the Chief Executive Officer of the _____ Health Board

4. Main Duties and Responsibilities:

- To manage and further develop the delivery of professional therapy/counselling services and support services to adults who experienced childhood abuse
- To liaise with other agencies, service providers and representatives of service users to ensure the delivery of an integrated and comprehensive service
- To participate fully in working together with the Directors of Counselling group, the National Steering Group and with the Health Board Executive in relation to the operational management of the National Counselling Service
- To establish and develop links with other disciplines and services in order to advance a client centred approach to service delivery
- To provide support, guidance and supervision for the clinical staff
- To assign, monitor and supervise the workload of Counsellor Therapist staff
- To facilitate the clinical staff to adopt a client focused philosophy and to develop service policies and procedures in accordance with this philosophy
- To ensure that procedures are in place for the implementation of Department of Health and Children guidelines and other relevant policies, procedures and legislation
- To monitor and evaluate the development of the service and its effectiveness
- To manage and run the service within the allocated budget and to ensure that the Assistant Chief Executive Officer/Programme Manager or designated officer is appraised of the adequacy of resources
- To participate in recruiting staff to the National Counselling Service and/or to other services of the Health Board, as appropriate.
- To contribute to the prevention of child abuse through liaison with key personnel from relevant agencies, especially child protection services and adult care services
- To undertake any other duties and responsibilities which may be assigned by the Chief Executive Officer (or by a designated officer).

In the exercise of his/her duties, the Director of Counselling – National Counselling Service will endeavour to implement the aims, objectives and policies of the _____ Health Board.

5. Clinical Duties:

- To make clinical judgements on the allocation and prioritisation of cases
- To balance the administrative and supervisory duties with a limited caseload of individual clients and group work
- To attend for regular supervision within the framework of the supervision policy of the service

6. Administration and Accountability:

- To ensure that procedures are in place for keeping records of all referrals to the service and that professional standards in respect of their confidentiality and security are observed
- To maintain statistical records of relevant referrals and service details on a database
- To provide regular, consistent and comprehensive feedback about developments in the service to the Assistant Chief Executive Officer / Programme Manager or designated officer
- To provide relevant reports as required
- To inform the Assistant Chief Executive Officer / Programme Manager or designated officer of any critical incidents, and consult with him/her or another representative of his/her office where necessary

7. Evaluation of service:

- To utilise the database to provide statistical analysis of the client profile
- To monitor the effectiveness of clinical interventions
- To conduct regular evaluation of the effectiveness of the service
- To assist external evaluation of the effectiveness of the service
- To establish appropriate audit systems
- To conduct, encourage and support research activities, including the allocation of appropriate resources to facilitate research activities