

## CRI Role description

**Post title:** (Volunteer) Drug Counsellor

**Hours of work:** Minimum of 4 counselling hours per week.  
Attending Supervision to the ratio of 1.5 hours per month in line with BACP guidelines. Attending on going training and Counselling Services Meetings.

**Responsible and accountable to:** Team Leader and clinical supervisors

**Meetings to be held on a regular basis:** Ongoing training

### JOB PURPOSE

1. Provide counselling for individuals with drug and/or alcohol problems.
2. Establish and manage the counselling relationship.
3. Enable individuals to identify and explore their concerns.
4. Review options and assist individuals to decide on a course of action.

### MAIN TASKS AND RESPONSIBILITIES

#### *Counselling*

1. Utilise counselling skills to create a safe and accepting setting in which individuals may explore their problems around drug and/or alcohol misuse.
2. Maintain the focus of counselling sessions on dealing with the client's problems with drugs
3. Assist clients in finding workable solutions to their drug related problems.
4. Adhere to CRI's models of working, i.e.; Cognitive Behavioural Therapy, Cycle of Change, Brief Solution Focus Counselling, Relapse Prevention,
5. Complete case notes and assessment forms and maintain appropriate records in line with the requirements of the Organisation and local integrated care coordination policy and protocols.
6. Work within local and national treatment frameworks e.g Models of Care for Substance Misuse Treatment, National Treatment Agency best practice guidance etc.

### ***Supervision***

1. Attend regular supervision sessions as required, according to the organisations client/supervision ratio of hours. This is 1.5 hours per month in line with the BACP guidelines
2. Prepare clients caseloads to present at supervision and ensure each client is allocated sufficient time and attention during the process.
3. Refer clients to other treatment modalities as appropriate following discussion with Supervisor and the Team Leader.
4. Complete appropriate records and documentation.

### ***Training***

1. Undertake CRI induction training prior to commencing placement.
2. Participate, as required, in the on-going training programme provided by CRI either internally and externally.
3. Be responsible for own personal and professional development.

### ***Other***

1. Undertake client administration work and record keeping within agreed timescales and in compliance of the organisations requirements.
2. Comply with all relevant legislation and professional codes of practice.
3. Adhere to CRI policies and procedures and Code of Ethics.
4. Participate in agency meetings and discussions. Develop productive working relationships with team leader, team members and other colleagues.

# CRI

## PERSON SPECIFICATION

### **(Volunteer) Drug Counsellor – Southend**

These are the qualifications, skills and experience identified as essential in meeting the standards of performance and contribution expected in this post.

Please consider carefully whether you can demonstrate, and provide evidence, to match this specification in both your application and any interview (if short-listed).

CRI supports the requirements of the Disability Discrimination Act and will consider any 'reasonable adjustments' to premises or other working arrangements to prevent an individual from being substantially disadvantaged.

### **COMPETENCIES**

1. Qualifications: Good basic education – numeracy and literacy and to have completed or be in the final year of an advanced counselling Diploma (minimum HND level) and working towards UKCP or BACP accreditation.
2. Knowledge:
  - Principles of active listening.
  - Principles of motivation.
  - Awareness of information sources, how and where to access them.
  - Awareness of issues facing people with drug problems.
  - Different models of dependency and addiction.
3. Experience: Evidence of providing support to individuals on a one-to-one basis. This may be in a work, educational or personal setting.
4. Skills & Abilities:
  - Effective: Communication skills
  - Listening skills
  - Analytical skills
  - Counselling skills:

Demonstrates respect

Demonstrates empathy

Non –judgemental

Demonstrates genuineness

Be resilient

Be flexible and adaptable

Be able to integrate theory into practice.

Be able to work within a drug treatment service

### **ADDITIONAL REQUIREMENTS**

Be willing and able to undertake and complete a training course.

Be able to commit to being a Volunteer Counsellor. This commitment is:

- providing a minimum of 2 hours of counselling at the same time each week to clients with drug problems
- attending monthly supervision -1 .5 hours of supervision per month in line with BACP guidelines and the ratio of client hours
- attending on-going training and Counselling Services meetings