

LAMPTON COURT

JOB DISCRIPTION: COUNSELLOR/PROGRAMME COORDINATOR

Duties:

- To discuss and prepare individual Care Plans and Risk Assessments
- To coordinate, evaluate and develop therapeutic programmes designed to provide a process of residential rehabilitation for adults and young adults with a range of substance misuse problems.
- To participate in group supervision with the therapy team.
- To work with and deliver educational based counselling to those groups.
- To coordinate the delivery of diverse programmes of education, personal development and one-to-one counselling to individual clients.
- To assist the Activity Therapist with the organisation and continuous development of our therapeutic activity based programmes.
- To assist in the development and delivery of Substance Abuse Awareness to Support Staff.
- To provide ongoing feedback in both verbal and written report on clients progress to their referring agents. Regular consultation and liaison with local statutory and non-statutory service providers.
- To provide regular information for monitoring and evaluation purposes.
- To maintain records according to agreed systems, policies and procedures.

Secondary Duties:

- Health and Safety awareness – assist in clients personal requirements i.e. Doctor/Dentist if so required.
- Any other duties that may be required by the Company in order to fulfil its professional obligations.