

JOB DESCRIPTION

JOB TITLE: RMN / Counsellor

REPORTS TO: Director/Head of Treatment

1 PURPOSE OF YOUR JOB

To deliver the policies and procedures of the Company to the service users in accordance with the Ethos and Statement of Purpose. To act as keyworker within the treatment team, facilitating the therapeutic programme of groups (educational, open, journal) and individual work, thereby ensuring a high standard of treatment to the service users.

2 PRINCIPAL ACCOUNTABILITIES

- 2.1 Carry out the policies and procedures of the Company and maintain the agreed standard of practice at all times, reporting shortfalls to the Director/Head of Treatment.
- 2.2 To be responsible for an allocated keyworker case-load, assessing treatment needs, planning and implementing treatment and education programmes and evaluating outcomes to agreed standard.
- 2.3 To evaluate programmes of care in conjunction with the team and individually with the Head of Treatment. To participate in the assessment of treatment requirements planning appropriately in order to meet the individual needs of the service users.
- 2.4 To participate in service users reviews with the multi-disciplinary team, reporting back as appropriate.
- 2.5 To be aware of and committed to evidence based practice. To work within the requirements of the Health and Safety at Work Act 1974 ensuring a safe environment for staff and service users.
- 2.6 To supervise the safe custody, control and administration of drugs, reporting any incidents in accordance with the Addictions Directorate, Safe Handling of Medicines and Company policies and procedures.
- 2.7 To facilitate and co-facilitate all aspects of the group programme, including the facilitation of education based group work, and to undertake any other duties as required by the Company.
- 2.8 To maintain accurate nursing and other records, ensuring that all company policies and procedures are followed. To participate in in-house teaching sessions and to undertake training and development as required in line with the responsibilities of the post.
- 2.9 To co-ordinate shifts on a regular basis, ensuring that agreed standards are met.
- 2.10 To encourage and take part in the development and trial of new ideas and methods as required by the Company for improving the quality of care and treatment, participating in research projects and assisting in data collecting.

3. KNOWLEDGE AND EXPERIENCE REQUIRED

Knowledge

Basic knowledge of alcohol/drug dependence, causes, effects and treatment.

Understanding of group work.

Experience

They should be interested in working within the substance misuse field and have good written and oral skills.

Competent knowledge about the recognition of drug/alcohol dependency, its treatment, and the associated health and social consequences.

The ability to apply specialist substance misuse knowledge when creating care plans and implementing relevant interventions.

Competent communication skills.

Experience at risk assessment and management.

Good keyboard skills and knowledge in the use of computer systems would be advantage.

Skills and Abilities

Ability to assess, plan, implement and evaluate care plans to meet the needs of the individual service user.

Ability to work effectively in terms of risk management and crises intervention.

Ability to manage time, prioritise work and utilize a problem solving approach to meet both the needs of individual service users and those of the service as a whole.

Ability to liaise effectively with staff from a range of statutory and non-statutory agencies.

Ability to work on a 24 hour rotation including earlies, lates and nights.

Desirable

Dual qualification RMN / RGN

Addictions qualification/training

ENB 998

Counselling qualification

Experience in delivering therapeutic interventions.

Experience in delivering education based life skills groups in relapse prevention and associated learning.

Experience of working within a substance misuse setting would be advantageous.

Experience of racial awareness/diversity training.

Experience of working autonomously and as part of a team.

Knowledge of Dual Diagnosis and Broader Substance Misuse Issues.

Ability to set, monitor and evaluate standards for quality within the service.

Knowledge of the Supervision process.

Up-to-Date knowledge of the national strategy initiatives influencing the provision of drug and alcohol services.

Ability to deliver evidence based therapeutic interventions on an individual and group basis.

OTHER INFORMATION

General

All employees are expected to comply with Statutory requirements and the Company's Policies and Procedures in addition to the employment policies whilst carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regards to the Company's Equal Opportunities Policy.

Performance Review

Overall Performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

Health and Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to proactively comply with their duties as described by the Company Policy and objectives for Health and Safety.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.