

Daughters of Charity Community Services: Counsellor (Part Time) **(<https://www.activelink.ie/node/114627>)**



Counsellor **Part-time Fixed Term Contract**

Daughters of Charity Community Services
9 Henrietta Street, Dublin 1.

The Daughters of Charity Community Services (DoCCS), located at 9 Henrietta Street, Dublin 1, is a community-based organisation providing a range of educational, training and social care services for children, young people and adults living in Dublin's North Inner City. Our services are targeted to individuals and families experiencing socio-economic and educational disadvantage.

The organisation is currently seeking a counsellor to provide services on a part-time contract (15 to 20 hours) within the organisation. The Counsellor will work closely with the Team Lead of Support Services and Service Managers to provide the best service possible to participants.

The role:

Contract: This is a part-time 2 year fixed-term contract (subject to funding), following completion of a successful probation period.

Hours of work: The successful candidate will work 15 to 20 hours per week. The hours of work to be agreed.

Annual Leave: The annual leave for the position is 23 day's pro rata, with an additional 2 service days at times set by the organisation.

Salary: Salary will be commensurate with experience circa €26,000 per annum.

Principal responsibilities in the service provided:

- Provide high quality and structured counselling support to service participants of the organisation on a referral basis, including; teenagers, adults, and older people. This includes responding to a limited number of self-referring or local project-referred clients from the community.
- Adhere at all times to professional standards of case preparation, client confidentiality, information sharing, appropriate communication, case management and record-keeping, as well as ensuring a safe and accepting environment for all clients.
- Ensure adherence to the organisation's Child Protection and Welfare Policy and Procedures, and the organisation's policy for the Protection of Vulnerable Adults.
- Apply counselling skills in a competent, confident, patient and calm manner to a range of client-specific issues. To carry out research and to up-skill in response to new areas of identified client need, whenever relevant.
- Value, and actively contribute to the inter-disciplinary Central Services Support Team, which is based on a holistic work approach to client care and welfare, and involving the sharing of appropriate information, inputting into case meetings and external case conferences, providing professional support to team colleagues as required and partake in professional supervision externally.
- Liaise with service managers and staff of the wider organisation in issues related to case referral, management and supervision.
- Maintain appropriate documentation, records, and statistics and provide relevant information from time to time to Management as required for funding applications, reports for Board of Management, the organisation's annual report

and external agency reports.

- Liaise and foster links with external statutory agencies, professional bodies and local community services in matters relating to client referrals, support, assistance and progression.
- Provide education and employment advice and coaching as required.

Essential Qualification and Experience:

- Level 8 degree in Counselling/Psychotherapy
- Accredited member of IACP
- 5 years' experience in counselling in similar settings, with similar service users
- Evidence of CIPD and further education
- Proven management, administration, and report writing skills
- Demonstrated capacity regarding records management and GDPR requirements
- A person centred approach, with an ability to integrate other approaches in the best service of the client.
- Trauma and resilience training an advantage

To apply:

Please return CV and cover letter to recruitment@doocs.ie (<mailto:recruitment@doocs.ie>)

Enquiries in relation to the role can be directed to Colette O'Neill, Family Support Worker Team Lead on fsw-tl@doocs.ie (<mailto:fsw-tl@doocs.ie>)

The role is subject to Garda Vetting, Foreign Police Clearance and two recent and relevant reference checks.

Closing date for the receipt of applications is **5pm on 10th April 2025**. Interviews will take place on receipt of suitable applicants on a rolling basis.

The Daughters of Charity Community Services is an Equal Opportunities Employer and we welcome, and strive to have, a diverse workforce.

Region

Dublin 1

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25th Mar, 2025

Expiry Date

10th Apr, 2025

Attachment

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