



JOB DESCRIPTION and Person Specification: February 2025

ROLE: Counsellor in Women's Health programme

HOURS: 35 hours a week

SALARY: €51,594

HOLIDAY: 25 days exclusive of bank holidays (pro rata)

TEAM: ProjectTeam

RESPONSIBLE TO: Team Leader

RESPONSIBLE FOR: The effective delivery of counselling services at Ana Liffey Drug Project.

ANA LIFFEY DRUG PROJECT

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

<p>The Ana Liffey neither promotes or denounces substance use but seeks to respond to problems associated with it <i>this means:</i></p> <ul style="list-style-type: none"> We support people to reduce harm We respond to peoples needs We recognise the potential of the people we work with We provide evidence based responses We are innovative. 	<p>The Ana Liffey believe in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> We believe in supporting people to know their rights We believe in encouraging people to take responsibility We treat all people who come into contact with Ana Liffey with dignity and respect.
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> We turn words into actions What matters is what we do We identify, take and manage risks We are solution focused We deliver on our commitments. 	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> We actively engage in the promotion of a partnership approach We are open and accountable We are a quality led organisation and a leader in good professional practice We have a local, national and international perspective.

DUTIES AND RESPONSIBILITIES

The role of Counsellor is to work as part of Ana Liffey Women's Health Project based in Dublin. The service aims to proactively engage with women from marginalised communities and social inclusion client groups, specifically ensuring that women in homeless accommodation and unstable accommodation who are experiencing complex needs can easily access case management and counselling supports. The service directly delivers crisis interventions, key working, case management and counselling and ensures women are meaningfully engaged with all other specialist and mainstream service they require.

The role requires the Counsellor to have and/or obtain the skill set necessary to respond to a broad range of client issues related to substance use, including: motivation, harm reduction, stabilisation, detoxification, relapse prevention, relationship difficulties, depression, anxiety, and phobias, loss, coping with illness, abuse, developmental issues, adjustment problems, stress, trauma, violence, anger, and psychosexual difficulties, drawing on therapeutic orientations such as trauma informed, person-centred and cognitive-behavioural therapy, with a particular emphasis on short-term intervention.

SERVICE DELIVERY

- Provide individual and group counselling to female clients of the Womens Health programme in Ana Liffey, based on the presenting needs of the clients.
- Conduct initial and comprehensive assessments according to national protocols
- Develop and deliver appropriate support and care management programmes in conjunction with Ana Liffey's project work teams, as appropriate.
- Ensure regular reviews of client supports.
- To approach clients at all times with dignity and respect in line with Ana Liffey dignity and respect policy
- Ensure they are provided with choices around the services they receive.
- Support clients in line with Trauma Informed Practice and harm reduction principles
- To ensure that sessions with clients are offered in a flexible and dynamic manner e.g phone support, informal community based sessions to build trust.
- Understand and prioritise client needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health, beliefs and behaviours.
- Provide contraceptive counseling, educate patients on wellness and disease prevention.
- Practice in accordance with all relevant policies and standards.
- Referral of clients to self-help groups, community initiatives. appropriate health care and support services, including specialist services if required.
- To engage in in-service and other relevant training opportunities and to keep up to date with new developments in the area of counselling and addiction treatment.

- To monitor and evaluate effectiveness and outcomes of support to individuals and groups
- Ongoing monitoring, audit and evaluation of service.

TEAMWORK

- To work as part of a multi-disciplinary team in a 'low threshold – harm reduction' service, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible to our service users.
- Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate.
- Referral to appropriate treatment facilities, for stabilisation, detoxification, rehabilitation.
- Participation in team meetings
- To attend and participate in review days as required.

ADMINISTRATION

- To maintain clear, concise records and submit statistics and activity data in a timely manner as requested.
- Manage client records effectively and to produce counselling reports as required
- To observe professional ethical standards and behaviors as required by Ana Liffey Policies and Procedure, Freedom of Information Act, Data Protection Act and requirements of relevant professional Accrediting Bodies, ensuring confidentiality of records and security of same
- To assist the Team Leader in the collation of statistics as required.

GENERAL RESPONSIBILITIES

- To continuously develop the role in conjunction with your line manager.
- To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project.
- To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of

Practice and Confidentiality.

- To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.
- To carry out your work in a professional manner at all times.
- To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- Undertake any other duties that may be required which are commensurate with the role as directed by a manager.

PERSON SPECIFICATION

SKILLS & KNOWLEDGE

Ability to provide services that foster and enhance the dignity, development and independence of the individual.

Ability to communicate effectively with a wide variety of people.

Understanding of the needs of vulnerable women who are homeless, with focus on the specific needs of women with complex needs.

- Demonstrate the ability to assess Service Users' suitability for counselling / therapy
- Demonstrate competence in providing short-term therapy to Services Users utilizing therapeutic approaches such as person-centered and cognitive-behavioral therapies and Trauma Informed Care.
- Knowledge of approaches such as Motivational Interviewing and Harm Reduction.
- Demonstrate an ability to utilize evidence-based practice in informing clinical decisions about Service Users.
- Demonstrate knowledge of notification procedures around child protection and management of other ethical considerations relevant to post
- Demonstrate knowledge of relevant legislation
- Demonstrate competence in responding appropriately to diverse Service Users who are vulnerable
- Knowledge of notification procedures around child protection and management of other ethical considerations relevant to post
- Ability to work both as part of a multidisciplinary team and to work independently.
- Evidence of effective planning and organizing skills including awareness of resource management and importance of value for money
- Experience working on own initiative, lone working, managing one's own caseload and time management.
- Strong administration skills for record keeping, report writing and computer literacy.
- Knowledge of the Dual Diagnosis Model of Care Strategy.
- Knowledge of and a commitment to equal opportunities.

QUALIFICATIONS REQUIRED

- 1) A qualification or post-graduate qualification at Level 8 in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP)

OR

- 2) A qualification at Level 7 or higher on the QQI framework in a human science discipline (medical, psychological, social, educational) or hold a qualification at Level 7 or higher in a health and social care profession.

AND

Hold a qualification or post-graduate qualification in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP).

Candidates must also have:

- a) Have full accredited membership with one of the following: IACP, ACI or one of the five sections within ICP. Pre-accredited hours must include a minimum of 100 hours of one-to-one counselling/addiction counselling/psychotherapy with clients under the supervision of an IACP/ACI/ ICP accredited supervisor.

OR

- b) OR b) Be a full member of the Clinical or Counselling Psychology Division of the Psychological Society of Ireland (PSI)

Other skills required and desirable:

- Have 2 or more years of experience in working with marginalized communities and /or gender specific services (Essential)
- Have skills and experience in trauma informed interventions and/or low threshold working (Essential)
- Be willing to provide counselling in a flexible and accessible manner while retaining the integrity of the service (Essential)
- Experience of working in a multidisciplinary team (desirable)
- Full manual driving license (desirable)

To apply please send you CV and cover letter to jobs@aldp.ie. The closing date is Thursday, March 20th by 5:00 PM.