

Rutland Centre: Pre-Accredited Counsellor

(part-time)



Job Title: Pre-Accredited Counsellor

Location: Knocklyon, Dublin 16

Reports to: Treatment Co-Ordinator/ Head of Clinical Services

Hours: 24 hours per week (3days- Tuesday, Wednesday, Thursday).

Job Type: 3year fixed term contract (to move to permanent pending satisfactory performance).

Salary: €23,088 (€18.50 per hour) while pre-accredited, rising to €27,293 (€21.87 per hour) once accreditation is achieved.

Purpose: To work across the Rutland service (residential, out-patient, continuing care, assessment departments) providing cover for scheduled and unscheduled leave. Namely, providing group cover for blocks of one/two weeks, and participating in psychoeducational lecture rota.

Contact Email: emmakavanagh@rutlandcentre.ie

The Rutland Centre is a leading addiction treatment centre providing in-patient, out-patient and aftercare services to men and women with addiction issues and their families. Established in 1978, Rutland has grown into one of the largest and most respected addiction treatment centres in Ireland. Our work in addiction treatment and rehabilitation is based on solid scientific research and exacting client follow ups.

We now have a vacancy for a **Pre-Accredited Counsellor** to join our experienced team. The successful candidate will report to the Treatment Co-Ordinator and/or Head of Clinical Services and provide quality services to clients, families and significant others in accordance with best practice in the area of group therapy and formal and informal interactions with clients. The post is based across all departments situated on the Rutland campus- Assessment Department, Residential Department, Out-Patient Department, Continuing Care Department- and is designed to be a 'float/cover' role. It is an exciting opportunity to gain experience working alongside an established and professional team. All group work cover would be done in partnership with a fully accredited and experienced therapist.

Role Responsibilities: (Include, but not limited to)

- To provide cover for the residential, out-patient, assessment and continuing care teams. In the form of covering their group work and caseloads for a short period of time,

- During periods where no leave is scheduled- to support the out-patient team in delivering a ten-week therapeutic programme to clients.
- During periods where no leave is scheduled- to support the residential team in delivering a five-week therapeutic programme to clients.
- Engage with and build trusting relationships with all clients at a formal and informal level in order to develop a viable and productive therapeutic relationship
- To treat clients with dignity and respect at all times in order to promote and motivate clients towards full recovery, while working within the ACI and Rutland code of ethics as well as the overall values of Rutland.
- Ensuring all relevant documentation and counselling notes are recorded and stored in line with the aims and standards of the centre.
- Facilitate process orientated group therapy sessions, psycho-educational workshops and lectures in a professional and ethical manner and in accordance with Rutland's standard operational policies and procedures.
- Work as part of a multi-disciplinary team, supporting team members, inducting new team members, participating in clinical review meetings, attending supervision, and participating in client handovers.
- Comply with all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety for staff, etc. to ensure the effective safety and well-being of all clients and staff.
- Work within the policies of Rutland Centre in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all times.

Person Specification

Education

- Third Level qualification in addition counselling or psychotherapy or related field.
- Pre-accredited with ACI/ IACP or other relevant accrediting body (**with at least 300 hours of client work completed**).

Experience

- Familiar with various models of rehabilitation, counselling, and recovery approaches.
- Has experience and understands the importance and implications of working as part of a team.
- Some experience of working in addiction desirable.
- Some experience of facilitating process orientated groups desirable.

Knowledge & Skills

- Has excellent communication and listening skills.
- Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms.
- Is clear and explicit about professional and personal boundaries.
- Strong interpersonal skills
- Clear written and verbal communication skills
- High IT literacy skills.
- Have a "can do" attitude and a positive solution focused approach to problem solving and conflict resolution.

- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Understanding of mental health issues including mood disorders, anxiety disorders and trauma.
- Is open to appropriate challenges and confrontation from clients at the required time and place and is open to feedback and appraisal from colleagues and management.
- Ideally has some knowledge of ECASS systems.
- Have capacity to work with family members affected by client's addiction, and able to hold the boundaries working within this complex dynamic.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Emma Kavanagh, Head of Clinical Services, at emmakavanagh@rutlandcentre.ie stating clearly in the subject bar the role they are applying for.

The closing date for applications is **5pm on Friday 25th April 2025.**