**The Forward Trust Job Description**

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| **Position Title** | **Counsellor (Peri Team)** | **Reports to** | **Lead Practitioner** |
| **Location: Across Essex County** | | | |

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| **Introducing Forward Trust** |

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

As part of the Essex SHARP Team, the Counsellor will be delivering psychosocial and psychoeducational programmes including The Brink of Change and Prep for SHARP and 1:1 sessions from various partner agency hubs within Essex.

The role ensures the effective and efficient delivery of these programmes, with a focus on adherence to the model and achieving positive outcomes for clients. This role will also involve collaboration with other professionals, stakeholders, and families to provide holistic support to clients throughout their treatment journey.

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| **Accountabilities** |

* + Participate in the assessment and risk assessment of clients to the therapeutic programme to ensure the suitability for treatment.
  + Plan and facilitate group therapy sessions and psycho-educational/psychosocial workshops using recognised theoretical frameworks.
  + Manage a caseload of clients, providing 1:1 therapeutic support tailored to each individual's needs.
  + Facilitate community meetings for clients, promoting a safe, supportive, and open environment.
  + Collaboratively devise treatment plans with clients to ensure that their individual needs are met.
  + Carry out drug and alcohol screening tests (if applicable).
  + Produce and maintain client files, case notes, and regularly update the client database to ensure accurate records are kept.
  + Facilitate family conferences with clients, carers, and family members, ensuring open communication and involvement in the treatment process.
  + Ensure that clients leaving the programme have agreed plans in place for their continuing care and support, including referrals if necessary.
  + Identify safeguarding issues and report them promptly to the relevant body, ensuring that clients' safety is prioritized at all times.
  + Participate in all team meetings, case management meetings, and care reviews to ensure collaborative working and effective care delivery.
  + Attend clinical supervision, progress reviews, and staff support sessions to maintain professional standards and personal development.
  + Pursue a programme of personal and professional development to maintain and enhance skills and knowledge.
  + Liaise with other relevant professionals and stakeholders, ensuring integrated care and communication.
  + Take action to reduce health and safety risks in line with policies and procedures.
  + Work in harmony with the Charity’s values, continuously developing knowledge, skills, and practice to improve service delivery.
  + Perform other reasonable duties as required from time to time.

**Working Hours:**

* **Weekend Working:** Some weekend working may be required on a rota basis, with time off at single rate during the week.
* **Evening Working:** Some evening working may be required on a rota basis, with time off at single rate during the week.

**Key Performance Indicators (KPIs):**

* **Quality of Service:** Delivering high-quality service that meets the needs of clients.
* **Client Retention:** Ensuring that clients remain engaged and successfully complete the programme.
* **Successful Outcomes:** Promoting treatment completion, client commitment, and engagement with a social support network.
* **Good Practice Case Management:** Ensuring thorough record keeping and the provision of good practice care.
* **Safeguarding:** Effectively identifying and reporting safeguarding concerns to protect vulnerable adults and children.

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| **Role Criteria** |

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| **Criteria Requirement** | |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** | |
| **A** | **Application** |
| **I** | **Interview** |
| **T** | **Test** |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Knowledge, Skills and Experience** | | |
| Previous experience of working within a community or residential substance misuse treatment service. | E | A |
| Experience of carrying out needs and risk assessments. | E | A/I |
| Experience of facilitating groups and psycho-educational workshops | E | A/I |
| Ability to be empathetic to clients whilst at the same time maintaining clear professional boundaries | E | A/I |
| Ability to plan or organise activities and programmes and the ability to work effectively and professionally with other staff and provide containment, support and advice. | E | A/I |
| Experience of facilitating structured family meetings | D | A |
| Theoretical & practical knowledge of the 12-Step Programme, motivation enhancement and cognitive-behavioural interventions | E | A/I |
| Ability to work effectively and professionally with other staff and provide containment, support and advice. | E | I |
| Ability to identify areas for improvement and bring about  positive change | E | I |
| Ability to assess the needs of clients and signpost them to other services as appropriate | E | A/I |
| Ability to maintain the principles of confidentiality in all areas of work. | E | A/I |
| Good organisation of records and data in line with data protection legislation | E | I |
| Willingness to undertake regular training and a commitment to continued professional development | E | I |
| Open and non-judgemental attitude towards clients, their families and other staff members | E | A/I |
| Experience of utilising an electronic case management system to document client records | D | A |
| Ability to produce comprehensive reports with supporting data | D | A/I |
| Knowledge of local partner agencies, referral routes and an understanding of partnership working. | E | I |
| Knowledge of the range of issues affecting substance misusing clients. | E | A/I |
| Working knowledge of child/adult safeguarding and incident reporting protocols and procedures | E | A/I |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E | A/I |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E | A/I |
| **Adaptability** – Can work in fast-paced changing environments | E | A/I |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E | A/I |
| **Team Work** – Works in harmony with colleagues to deliver results | E | A/I |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E | A/I |
| **Innovative –** Continually searching for better ways of working | E | A/I |
| **Qualification** |  | A/I |
| Possession of a recognised counselling degree/diploma (Level 4 or above) | E | A |
| Accreditation with a recognised counselling body. | D | A |