**The Forward Trust Job Description**

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| **Position Title** | **Addiction Counsellor** | **Reports to** | **Lead Practitioner / Service Manager** |
| **Location: Clouds House** | | | |

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| **Introducing Forward Trust** |

If you are looking for a rich, challenging and intensive working environment where you will be sat within a team wholeheartedly committed to the recovery of each client, then this role might well be for you! At Clouds and within Forward Trust, our staff teams live and breathe addiction recovery and pride themselves in striving to offer the best quality treatment experience and care available. Our reputation echoes these sentiments and we are proud to say that we have helped over 12,000 members of the addicted community make the all important first steps into a life in recovery.

Clouds is sat within the Forward Trust, a social enterprise with charitable status which works hard to empower people to break the often interlinked cycles of crime and addiction and to move forward with their lives. For more than 40 years we have been working with people to build positive and productive lives, whatever their past. We all believe that anyone is capable of lasting change and that includes family members and others affected by addiction and crime.

Clouds House is based in East Knoyle, Wiltshire. We deliver a structured 12 Step treatment programme, designed to help dependent substance users maintain abstinence and develop long term sustainable recovery and to create a growing recovery culture through our alumni. Our ambition is to significantly increase this recovery capital, offering treatment to as many clients, irrespective of means, as possible.

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| **Role/Team Overview** |

The Counselling Team delivers the intensive, structured treatment programme to all clients admitted to Clouds House. As an Addictions Counsellor, you will work and train towards being able to carry out all aspects of a client’s treatment journey from individual case management sessions to facilitate interpersonal group therapy, psycho-educational workshops, carry out 12 step study groups and everything in between. You will forge positive, recovery focussed therapeutic alliances and share information with the inter-disciplinary team to ensure progress within a client’s treatment journey, that clients are cared for safely and that all activity is carried out in accordance with regulatory guidelines. You will need to be able to practice reflectively, model firm and clear boundaries with both clients and staff and display professional and flexible communication.

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| **Accountabilities** |

Ensure delivery of the programme in line with the Clouds House interpersonal treatment model

To work with the team to ensure effective retention of clients on the programme

To work with the team to ensure successful treatment outcomes e.g. commitment to abstinent recovery, client engagement with mutual aid and social support networks

To encourage and ensure good practice case management including high quality record keeping in line with Forward Trust’s record keeping policy

To drive the safeguarding of vulnerable adults and children by identifying and reporting concerns

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| **Key Duties** |

**You will be able to do the following within the Therapeutic programme delivery and case management:**

Carry a caseload of up to 5 clients (in some cases there may be a requirement to carry a higher number temporarily)

Ensure that recognised theoretical frameworks are utilised in the provision of the therapeutic treatment programme e.g. Motivational Interviewing, Cognitive Behavioural Approaches, 12 Step Philosophy, Interpersonal Group Psychotherapy

Carry out comprehensive assessments

Carry out risk assessments, management and treatment plans

Attend inter-disciplinary meetings and communicate with other leaders within and outside of the treatment setting

Carry out interpersonal group therapy with clients

Provide individual counselling and/or case management sessions

Produce high quality client records in accordance with Forward’s Record Keeping Policy

Liaise with external professionals involved in client care

Arrange and facilitate family conferences in consultation with the client

Identify safeguarding concerns and report in a timely and appropriate way

Attend counselling team meetings as necessary

Attend clinical supervision, line management supervision, progress reviews and case management review sessions

Ensure that all mandatory training is completed in accordance with the Forward Trust’s training policy and CQC regulation

Be able to professionally receive and act upon compliments, concerns and informal and formal complaints in line with Forward’s customer service policy

Act upon audit information and make moves to improve levels of compliance to ensure the best quality care for clients

Attend and engage in regular counselling team meetings and communicate organisational developments with the team

Deliver effective inter-team communication including lead the multi-disciplinary morning meeting.

Deliver effective external communication including contact with care teams and referrers

Organise appropriate family intervention as necessary in line with client need

Ensure that all necessary data is captured appropriately and is of good quality

**General Duties**

Comply with codes of practice, policies and procedures

Take action to reduce health and safety risks

Work in harmony with the charity’s values

Respect others and value diversity

Continuously develop knowledge, learning, skills and practice

Continuously improve service delivery

Perform other reasonable duties as may be required from time to time

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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** | | |
| Experience of being in a leadership role | D |  |
| Experience of interpersonal group therapy facilitation | D |  |
| Experience of working in a residential treatment setting | D |  |
| Knowledge of addiction and its impact | E |  |
| Ability to work with Microsoft Word, Outlook, Excel, Powerpoint, | E |  |
| Ability to learn new systems including to input onto electronic record management systems | E |  |
| Experience of working with at times distressed individuals, listen to their needs and communicate respectfully and clearly | E |  |
| Knowledge and understanding of 12 step philosophy | D |  |
| Ability to work autonomously and as part of a multi-disciplinary team | E |  |
| Experience of working in a regulated health and/or social care environment | D |  |
| Experience of thinking creatively with the team to create meaningful outcomes for clients and family members | E |  |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high level use of initiative | E |  |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | E |  |
| **Adaptability** – Can work in fast-paced changing environments | E |  |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | E |  |
| **Team Work** – Works in harmony with colleagues to deliver results | E |  |
| **Open to Feedback** - Open to constructive feedback in order to further develop | E |  |
| **Innovative –** Continually searching for better ways of working | E |  |
| **Qualification** |  |  |
| To be in counsellor training and willing to work towards Level 4 or above counselling qualification | E |  |
| Health and social care qualification | D |  |