



Recruitment Pack

Recovery Therapist

ACI Therapeutic Recovery Services

November 2022

Recovery Therapist

Information Sheet

Addictions Counselling Inverness is seeking to appoint a qualified, experienced counsellor/therapist to work part time in our Therapeutic Recovery Services and to become part of shaping our provision of addictions and recovery services across the Highlands. We are looking for a confident and enthusiastic individual with experience of working with people struggling with addiction and their families affected by addiction.

Possession of a relevant professional qualification is essential.

The position is 15 hours/week & fixed term contract until 30th Nov 2024 (extension of contract is funding dependent).

Salary £27,055 - £32,934 (pro rata)

Holiday: 16 days per annum (including public holidays)

For application pack and further details please visit www.addictionscounsellinginverness.org

Applications can be sent to Development Manager, 108 Church Street, Inverness, IV1 1EP or e-mail manager@addictionscounsellinginverness.org

Closing date **Friday 25th November 2022.**

Interviews will be held on **Friday 9th December 2022.**

Informal enquiries can be made to Sharan Brown, Development Manager on 01463 220995 or manager@addictionscounsellinginverness.org

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Therapist (Recovery)
Responsible to (insert job title):	Development Manager
Organisation:	Addictions Counselling Inverness
Job Reference:	1003
No of Job Holders:	Two part time positions - (23hrs, 15hrs)
Last Update (insert date):	Nov 2022

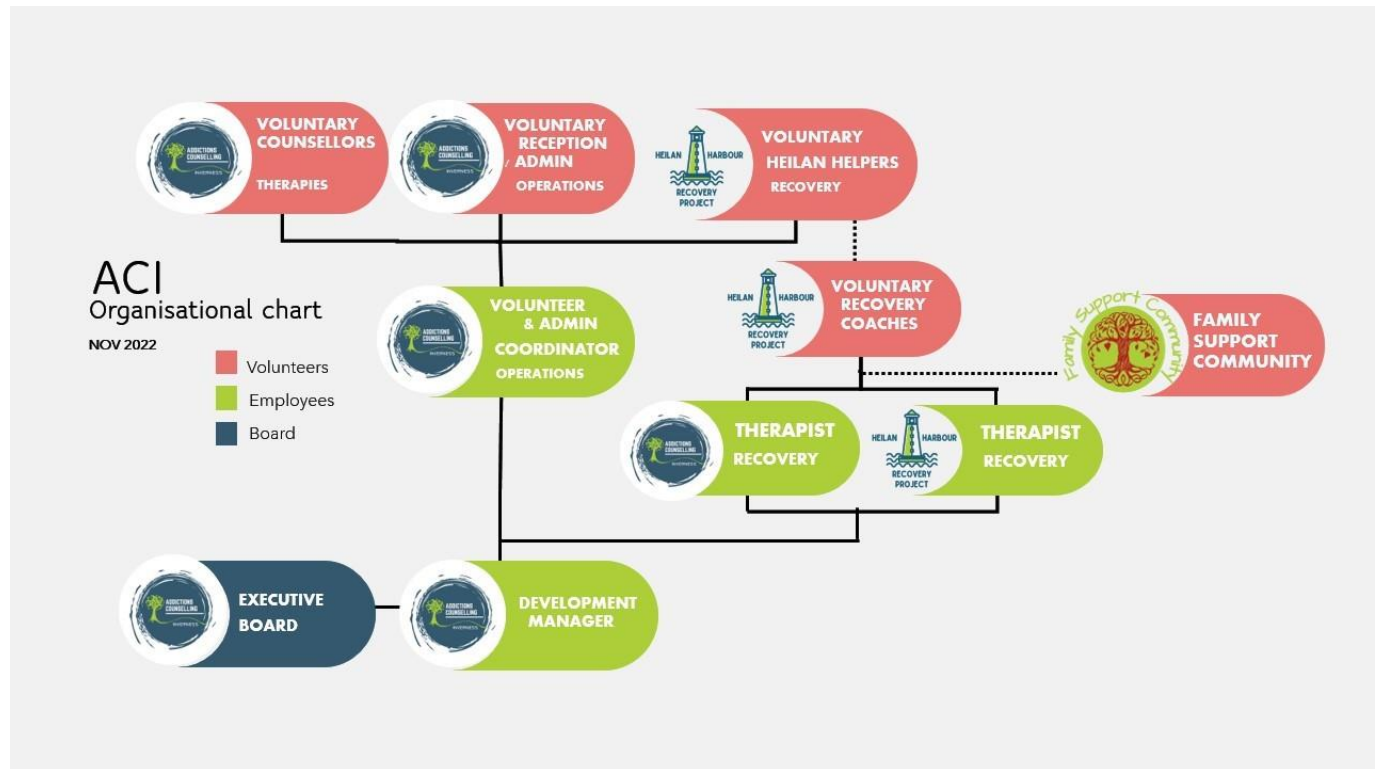
2. JOB PURPOSE

The Therapist will be part of an innovative therapy team assisting the progress of people engaged with Addictions Counselling (ACI) and the Heilan Harbour Recovery Project. They will be responsible for the delivery of brief interventions of preparatory psychosocial therapy, single session therapies and recovery management of people in ACI services. This person will ensure people receive Recovery oriented treatment interventions of high quality and relevant to the aims of ACI's mission statement and the needs of people and families affected by addiction. The successful candidate will be tasked with a small caseload and may include groupwork and other elements of delivery of the Service.

3. DIMENSIONS

- Responsible for the Support, development and delivery of Therapies and Recovery Management based interventions to people using the services.
- Monitor, report and communicate with the Development Manager
- Assist with the evaluation of the Waiting list people and Recovery programme
- Liaise with statutory services and other third sector partners in line with persons needs.
- Provide a comprehensive and holistic service to the users of ACI
- Some unsocial or weekend work may be required.

4. ORGANISATIONAL CHART



5. ROLE OF ACI

Addictions Counselling Inverness (ACI) is a third sector organisation, established in 1986. It gives people the opportunity to change their thoughts and behaviours associated with addiction and recovery through counselling and psychotherapies. ACI treat a minimum 80 people per year; this includes polydrug dependency and issues with alcohol. As a community rehab service, ACI involves a holistic approach incorporating evidence-based health, psychological, social needs, training, employment and mutual aid interventions as well as a spiritual purpose.

6. KEY RESULT AREAS

General

1. Part of a therapy team which provides high quality individual and group therapy sessions. Provide group facilitation.
2. Work closely with the Development Manager in the provision of the treatment service.
3. Participate in the provision of a continuum of care for those accessing ACI services
4. Foster a climate of openness and appreciation
5. Ensure that the therapeutic tasks are appropriate to the client.
6. Review Group process & management. Documentation of process and written reports on a regular basis.
7. Ensure Group process is supportive around the needs of the individual.
8. Ensure that ACI's protocols are met by Therapy staff
9. Ensure that ACI's therapy team meet client needs.
10. Devise solutions to therapeutic challenges.
11. Have responsibility for participating in individual supervision, professional development, appraisal and performance review.

12. Liaison with representatives from self-help network.
13. Be familiar with and ensure dissemination of all local, regional and national policies, procedures and guidelines pertinent to all staff and students within your area of responsibility and comply with their contents in the pursuit of the highest standards of client care
14. Practice within the legal and ethical framework set out by COSCA/BACP and related legislation and other relevant policies, including Scottish Executive policy to ensure that people's interests and well-being are met and that legal standards are met.
15. Liaise, advise, develop and maintain good relationships with people using ACI services, carers, relatives and fellow health, social and welfare professionals who are involved in care delivery to affect the highest standards attainable.

Managing Resources

1. Ensure efficient and effective use of resources in the running of the ACI programmes.
2. Utilise ACI's expenditure in accordance with budgetary constraints and delegated authority.

General

1. Member of ACI Team – attend all relevant meetings, participate in decision making process, report on relevant issues, produce minutes when appropriate.
2. Attend all relevant courses and conferences once approved by the Development Manager.
3. Participate in relevant Team Meetings, bringing any relevant information to the attention of the Development Manager.
4. Undertake such other responsibilities as directed by the Development Manager.
5. Acting-up, across and down in the absence of staff members – arranged or unplanned.

7a. EQUIPMENT AND MACHINERY

Computer Systems

Mobile phone

Therapeutic Equipment

7b. SYSTEMS

Responsibility for ensuring that people's notes, data input and letters to other professionals are kept up to date.

Responsibility for assisting in the efficient collection of statistics and the monitoring of information in DAISy.

Electronic data storage, using Word, Excel, and PowerPoint

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is responsible to the Development Manager who will carry out monthly supervision and annual review.

Work is generated by the throughput of ACI's referral and treatment process. The post holder will be an autonomous practitioner.

The post holder will review, with the input of people in service, the service provided by ACI on a monthly basis with the Development Manager through the Addiction Treatment & Recovery Care Management system and contribute to the overall management of the therapies and recovery services. Such reviews will shape services.

9. DECISIONS AND JUDGEMENTS

The post holder will be supervised but will use at times their own initiative to make basic decisions regarding the effective development of the Groups and people in service.

The Development Manager will be available to advise on more complex matters.

Independently assess, implement and develop programmes of care, for individual people.

Assess service requirements and implement policy and protocols considering highly complex and contentious issues in relation to their remit.

Take a part in decision making about people's recovery programme. Prioritise and re-assign workload and develop caseload management system.

Participate in staff performance issues.

Listen to and investigate complaints made regarding the service, including complaints from the public, about the services provided at ACI.

Identify personal training needs and implement appropriate action in collaboration with Development Manager.

Make judgements about the equipment needed for the provision of ACI's programmes in line with CORRA Foundation policies and the exigencies of the budget provided.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Effectively facilitate evidence-based recovery-oriented interventions to groups of people and small case load, incorporating the different tasks, but with the overall aim of providing an effective recovery programme for people.

Dealing with people who have multiple problems associated with their drug use and/or mental health problems.

Dealing with people who may have a variety of physical complaints, e.g. overdose, trauma; mental health problems, including sexual/emotional/physical abuse issues either in the past or currently and frequently both. Occasionally dealing with issues of sexuality, violence, and criminality and in some instances difficult child protection issues, involving crisis intervention.

Often involves highly complex negotiation between multiple professionals involved in care.

Able to work independently and manage people using the services.

Attempting to focus on therapeutic work when sometimes faced with challenging and chaotic behaviour.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal

- Attend and participate in service policy meetings.
- Maintain good communication with a variety of health, welfare and social service teams, both statutory and non-statutory.
- Weekly service meetings regarding referrals
- Professional reports as and when required.
- Maintain patient and carers confidentiality.
- Maintain patient's records including collection of statistical and activity-based information.
- To attend and represent the views of the team at relevant meetings.

External

- Liaise effectively with referrers, self-referrals, statutory and non-statutory agencies.
- Contribute to the effective delivery of the service by using verbal, written and IT skills.
- Attend relevant forums and meetings representing the policies and reviews of the service.
- Maintain patient and carer confidentiality
- Maintain all records legibly and accurately. To be reviewed at appropriate intervals.
- Gather and input statistical information concerning service activity.
- Research, prepare and deliver presentations, workshops and lectures to other agencies on a variety of recovery related topics.

Teamwork

- Work autonomously with a small team but flexibly as part of role.
- Be proactive in the development of working relationships both in and out with the team.
- Participate in the orientation and training of other team members.
- Provide strong leadership and direction for area of responsibility.

Development

- Actively contribute to the development of organisational standards and policy by taking a proactive role in policy meetings and team reviews. Participate in mandatory training programme.
- Remain cognisant with changes in evidence-based practice and maintain an up to date professional plan.
- Participate in ongoing training and supervision to enhance and consolidate good practice in working with people.

Mentoring

- Participate in the mentoring of counselling students.
- Disseminate information, providing evidence-based advice, training and consultancy on the management of drug and alcohol problems

Management

- Receive and process referrals from various sources such as colleagues within ACI, Social Work Department, Primary Care and non-statutory agencies.
- Plan and prioritise therapies activity.
- Be able to appraise students and junior staff.
- Ensure that relevant staff are made aware of any alerts concerning people in service.
- Manage therapies, planning and prioritising activities in consultation with management.
- Attend and actively contribute formulating service and development policies

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills

Daily use of Keyboard

Driving occasionally

Daily repeated instances of being required to remain in one position requiring tense concentration in group situation (up to 6 people)

Physical Effort

Combination of walking, sitting, standing and driving. May involve the setting up of equipment and/or the preparation of rooms and therapy space.

Management of violence and aggression

Mental Effort

Concentration frequently required when working in group sessions

Negotiation skills required when working with challenging client group. Such negotiation may be about behaviour, drug use or sexual health.

Emotional Effort

Frequently discusses highly sensitive issues such as sexual abuse, relationship problems, family conflict, etc. Frequent crisis intervention and occasional exposure to possible suicide and/or overdose.

Environmental Factors

Occasional exposure to verbal and physical aggression.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualified and experienced counsellor/ psychotherapist/professional HND or above, preferably with Trauma intervention training and or Addictions Training and further experience/training in the area of drug misuse. Professional membership with COSCA / BACP or equivalent.

Experience of group therapy with an addicted population. Mature, responsible, empathic outlook on therapeutic delivery, which respects clients' dignity and human rights.

At least 2 years' experience working in a related area and a good understanding of the recovery change model.

Evidence of Continuing Professional Development.

High levels of communications, organisational and people management skills.

14. JOB DESCRIPTION AGREEMENT

A job description will be signed off by whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Person Specification

Recovery Therapist Addictions Counselling Inverness

The following table identifies the essential or desirable qualities, experiences and qualifications for the above post.

CATEGORY	EXPERIENCE, QUALITIES AND QUALIFICATIONS	
	Essential	Desirable
Attainments	<ul style="list-style-type: none"> • Qualified and experienced counsellor/ psychotherapist/professional. • Trauma intervention training • Addictions Training • Professional body membership 	<ul style="list-style-type: none"> • University degree
Work experience	<ul style="list-style-type: none"> • Working knowledge of Recovery Programmes, 12 Step, CRAFT • Good knowledge of and communication with community recovery resources • Understanding of post treatment Recovery Management • Understanding of SMART Recovery Programme • Group facilitation skills. • Understanding and experience of Peer Support Working. • Able to liaise with other services. • Teaching and training and the co-ordination of in-service training. • A working knowledge of Motivational Interviewing and Relapse Prevention • Good communication skills • Excellent record-keeping skills 	<ul style="list-style-type: none"> • Research experience. • Experience in presenting (at conferences or internally to staff). • Production of course materials • Experience of therapeutic community • Supervision experience
Special aptitudes	<ul style="list-style-type: none"> • Able to work in a team • Willing to manage a small caseload and facilitate group in the main treatment programme. • Good IT skills and experience with Microsoft Word • Excellent organisational capabilities. • Ability to communicate clearly both verbally and in a written format. • Ability to timetable activities. • Be flexible and adaptable. 	<ul style="list-style-type: none"> • Working knowledge of publications related to treatment services for substance misusers