

LOCUM COUNSELLOR

In-training

This document is subject for review from time to time

POSITION TITLE: Locum Counsellor – In-training

REPORTS TO: Clinical Manager

OTHER INDIRECT REPORTS: Programme Director

LAST UPDATED: April 2019

NATURE & SCOPE	
<p>Higher Ground is a secular charitable trust formed to provide voluntary residential programmes for the social and psychological rehabilitation of people with alcohol and other drug dependencies. The Trust provides a therapeutic environment such that, after completion of the programme, the client is able to cope with daily living without the need for mood altering drugs.</p> <p>A Locum Counsellor who is In-training is a casual employee employed on an as and when required basis. They are primarily employed in counselling duties while undertaking a level 7 qualification recognised by the New Zealand Qualifications Authority. The employee must be studying towards the disciplines outlined under “Education & Qualifications” of this position description. On attainment of the qualification and registration, the employee employed in this position shall cease to be employed under this position description and will instead become a Locum Counsellor – Qualified and Registered.</p>	
PURPOSE	
<ul style="list-style-type: none"> • To implement and deliver Higher Grounds therapeutic programme • To gain experience and exposure to Higher Grounds systems and processes while studying towards a Bachelor’s Degree • To provide a high standard of counselling and support to individuals who want to overcome severe dependency to alcohol and other drugs • To maintain professionalism at all times and to ensure the most effective delivery of treatment to clients 	
KEY TASKS	RESPONSIBILITIES
Establish a relationship of trust and respect with clients:	<ul style="list-style-type: none"> • Create sufficient stability to begin the process of treatment and to formally diagnose the presenting problems • Actively listen to client concerns and empathise with their position • Help clients towards a deeper understanding of their concerns/issues. Encourage clients to talk about issues they feel they wouldn’t normally be able to share with others • Help clients to make decisions and choices regarding possible ways forward • Provide and maintain a safe and supportive environment at all times
Implement rules and guidelines in accordance with Higher Ground’s Pathways Manual:	<ul style="list-style-type: none"> • Explain Higher Ground rules and guidelines to clients • Act as a positive role model

Facilitate individual, group and family counselling groups as described in Higher Grounds Pathways Manual:	<ul style="list-style-type: none"> • Implement individual treatment plans for clients • Implement group treatment 	
Oversee allocated area of responsibility:	<ul style="list-style-type: none"> • Supervise specific area in treatment programme E.g. certain area of the house or part of the treatment programme 	
Attend team and staff meetings:	<ul style="list-style-type: none"> • Prepare for team, staff and House meetings • Participate in decision making process when appropriate 	
Maintain records of treatment:	<ul style="list-style-type: none"> • Make entries in case notes when appropriate • Continually evaluate clients progress through treatment 	
Outside Agencies & Individuals	<ul style="list-style-type: none"> • Liaise, as necessary, with agencies and individuals on behalf of the clients 	
SUPERVISION		
<ul style="list-style-type: none"> • Individual supervision will be provided for every 80 hours' client contact. • Individual supervision will be provided by the Clinical Manager. 		
ATTRIBUTES	ESSENTIALS	DESIRED
Education & Qualifications	<p>A mandatory minimum requirement is to be studying towards a level 7 qualification in one of the following disciplines:</p> <ul style="list-style-type: none"> • Psychotherapy • Psychology • Mental Health • Alcohol & Drug Studies • Counselling • Social work 	
Registration	<p>A further mandatory requirement is to hold Standard Membership with DAPAANZ and should be working towards having a current DAPAANZ or other HPCA registration once qualified.</p>	
Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience working in rehabilitation and with people who are alcohol and/or drug dependent would be ideal • Knowledge of the "12 Step" programme • At least some individual, group and family counselling experience would be beneficial • Proficient user of basic computer applications for the execution of daily project operations 	<p>Is able to speak Te Reo Maori, Samoan, Chinese or another language other than English</p>
Personal Attributes	<ul style="list-style-type: none"> • Organisational skills • Is able to exhibit a high level of confidentiality and integrity when dealing with sensitive information • Able to work as part of a team • Has a positive attitude • Ability to work and maintain professional helping relationships with clients that respect their individuality and culture 	

	<ul style="list-style-type: none"> • Maintains high expectations of all clients that value and promote their rehabilitation • Demonstrates highly effective communication skills when interacting with clients, colleagues and family/whanau • Displays ethical and responsible behaviour • Demonstrates a high level of commitment to every clients well-being and social competence • Demonstrate a wide range of approaches that facilitate all clients engagement in rehabilitation • Works towards high quality health and safety practice and proactively seeks and works to eliminate identified health and safety issues/hazards
Personal Recovery	2 years continuous abstinence (for those with a personal history of alcohol and other drug dependence)
PROFESSIONAL DEVELOPMENT	
<ul style="list-style-type: none"> • Assume responsibility for own professional development and continuing education • Establish annual goals, objectives and performance targets • Attend educational opportunities relevant to the role • Work towards completing their level 7 qualification 	