

## **LOCUM COUNSELLOR**

### **Qualified & Registered**

This document is subject for review from time to time

**POSITION TITLE:** Locum Counsellor – Qualified & Registered

**REPORTS TO:** Clinical Manager

**OTHER INDIRECT REPORTS:** Programme Director

**LAST UPDATED:** April 2019

<b>NATURE &amp; SCOPE</b>	
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.	
<b>PURPOSE</b>	
<ul style="list-style-type: none"> <li>• To implement and deliver Higher Grounds therapeutic programme</li> <li>• To provide a high standard of counselling and support to individuals who want to overcome severe dependency to alcohol and other drugs</li> <li>• To maintain professionalism at all times and to ensure the most effective delivery of treatment to clients</li> </ul>	
<b>KEY TASKS</b>	<b>RESPONSIBILITIES</b>
Establish a relationship of trust and respect with clients:	<ul style="list-style-type: none"> <li>• Create sufficient stability to begin the process of treatment and to formally diagnose the presenting problems</li> <li>• Actively listen to client concerns and empathise with their position</li> <li>• 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</li> <li>• Help clients to make decisions and choices regarding possible ways forward</li> <li>• Provide and maintain a safe and supportive environment at all times</li> </ul>
Implement rules and guidelines in accordance with Higher Ground's Pathways Manual:	<ul style="list-style-type: none"> <li>• Explain Higher Ground rules and guidelines to clients</li> <li>• Act as a positive role model</li> </ul>
Facilitate individual, group and family counselling groups as described in Higher Grounds Pathways Manual:	<ul style="list-style-type: none"> <li>• Implement individual treatment plans for clients</li> <li>• Implement group treatment plans</li> </ul>
Oversee allocated area of responsibility:	<ul style="list-style-type: none"> <li>• Supervise specific area in treatment programme E.g. certain area of the house or part of the treatment programme</li> </ul>
Attend team and staff meetings:	<ul style="list-style-type: none"> <li>• Prepare for team, staff and House meetings</li> <li>• Participate in decision making process when appropriate</li> </ul>
Maintain records of treatment:	<ul style="list-style-type: none"> <li>• Make entries in case notes when appropriate</li> <li>• Continually evaluate clients progress through treatment</li> </ul>

Higher Ground Students:	<ul style="list-style-type: none"> <li>Support, mentor and supervise students of Higher Ground when and if required</li> </ul>	
Outside Agencies & Individuals	<ul style="list-style-type: none"> <li>Liaise, as necessary, with agencies and individuals on behalf of the clients</li> </ul>	
<b>SUPERVISION</b>		
<ul style="list-style-type: none"> <li>Individual supervision will be provided for every 80 hours' client contact.</li> <li>Individual supervision will be provided by the Clinical Manager.</li> </ul>		
<b>ATTRIBUTES</b>	<b>ESSENTIALS</b>	<b>DESIRED</b>
Education & Qualifications	<p>A mandatory minimum requirement is to hold a level 7 qualification in one of the following disciplines:</p> <ul style="list-style-type: none"> <li>Psychotherapy</li> <li>Psychology</li> <li>Mental Health</li> <li>Alcohol &amp; Drug Studies</li> <li>Counselling</li> <li>Social work</li> </ul>	
Registration	A further mandatory requirement is to hold a current DAPAANZ or other HPCA registration	
Experience & Knowledge	<ul style="list-style-type: none"> <li>Previous experience working in rehabilitation and with people who are alcohol and/or drug dependent</li> <li>Knowledge of the "12 Step" programme</li> <li>Individual, Group and Family counselling experience</li> <li>Proficient user of basic computer applications for the execution of daily project operations</li> </ul>	Is able to speak Te Reo Maori, Samoan, Chinese or another language other than English
Personal Attributes	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Is able to exhibit a high level of confidentiality and integrity when dealing with sensitive information</li> <li>Able to work as part of a team</li> <li>Has a positive attitude</li> <li>Ability to work and maintain professional helping relationships with clients that respect their individuality and culture</li> <li>Maintains high expectations of all clients that value and promote their rehabilitation</li> <li>Demonstrates highly effective communication skills when interacting with clients, colleagues and family/whanau</li> <li>Displays ethical and responsible behaviour</li> <li>Demonstrates a high level of commitment to every clients well-being and social competence</li> <li>Demonstrate a wide range of approaches that facilitate all clients engagement in rehabilitation</li> <li>Is an advocate of high quality health and safety practice and proactively seeks and works to eliminate identified health and safety issues/hazards</li> </ul>	
Personal Recovery	2 years continuous abstinence (for those with a personal history of alcohol and other drug dependence)	

**PROFESSIONAL DEVELOPMENT**

- Assume responsibility for own professional development and continuing education
- Establish annual goals, objectives and performance targets
- Attend educational opportunities relevant to the role
- Participate in continuous improvement activities