**Counsellor, Senior, Substance Abuse**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Counsellor, Senior, Substance Abuse  (Grade Code: 3918) |
| **Campaign Reference** | NRS14882 |
| **Closing Date** | 12:00 Noon on Tuesday 15th July 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently 1 permanent whole-time vacancy available in HSE National Drug Treatment Centre, McCarthy Centre, 30 – 31 Pearse Street, Dublin 2.  A panel may be formed result of this campaign for **Counsellor, Senior, Substance Abuse within the National Drug Treatment Centre** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Ms. Maura Kehoe, Operations Manager, HSE National Drug Treatment Centre.  Email: [maura.kehoe@hse.ie](mailto:maura.kehoe@hse.ie)  Tel: 016488777 |
| **Details of Service** | The HSE National Drug Treatment Centre (NDTC) is providing an addiction service to patients on a national level. There are over 500 patients in the NDTC, with an average of 300 patients attending the clinic daily.  The team structure within the NDTC comprises of a Consultant Led multidisciplinary team comprising of: doctors, pharmacists, nurses, health and social services professionals, clerical administration and general support staff. Services are delivered in context of a multidisciplinary team approach  The HSE National Drug Treatment Centre delivers therapeutic interventions to individuals affected by a range of drug (e.g. opioids, stimulant & novel psychoactive substances). Many patients have a dual diagnosis and present with complex needs. |
| **Reporting Relationship** | The post holder will be accountable and report to the Operations Manager.   * The post holder will report to the NDTC Operations Manager on operational matters. * The post holder will report to the Director of Counselling services or agreed structure on clinical matters. |
| **Key Working Relationships** | The Senior Counsellor, Substance Abuse will work closely with Clinical, Operations and Management teams.  The Senior Counsellor, Substance Abuse is part of the Multi-disciplinary Team.  Key working relationships may change as part of service development. |
| **Purpose of the Post** | To manage a counselling team and provide counselling services to patients. (currently 3 counsellors)  To manage the project workers team (currently 2 staff members) |
| **Principal Duties and Responsibilities** | The post holder will:   * Supervise a designated team of Counsellors in Addiction Services. * Supervise a designated team of Project Workers in Addiction Services. * Conduct preliminary interviews and assessments with patient case histories * Conduct one-to-one counselling according to programme requirements * Conduct counselling of patients in group therapy according to programme requirements * Keep appropriate patient records, i.e. progress notes, confidential releases (no information should be given or sought about patients without first obtaining their written consent), discharge summaries, etc. * Participate in clinical team meetings as relevant to the role. * Participate in Operation Management and Clinical Quality Safety committee meetings as agreed. * Maintain adequate patient records on the electronic patient system * To provide a professional counselling therapy service to patients who are at high risk because of their addiction ensuring that proper treatment plans are developed to optimise care. * To offer harm reduction information and education to patients * To provide a therapeutic link to local addiction, psychiatric and community services. * Perform such other duties as appropriate and as assigned from time-to-time. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates. * Facilitate appropriate in-service training for staff in relation to clinical and operational issues and practices. * Engage in relevant training to keep up to date with developments in Addiction Counselling, Psychotherapy and treatments.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to them from time to time, and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and experience** | **Candidates must, at the latest date of application possess:**  **Professional Qualifications, Experience, etc.**   1. Candidate must:- 2. Possess a qualification in Counselling, Psychotherapy, Addiction Counselling or Psychology at a minimum of Level 7 on the QQI qualifications framework accredited by one of following professional bodies: Addiction Counsellors Ireland, Irish Association for Counselling and Psychotherapy, Irish Council for Psychotherapy or the Psychological Society of Ireland.   **Or**  (ii) Hold an equivalent qualification accredited by an equivalent body in another jurisdiction, (of which there is sufficient theoretical content, clinical placements, skills training and personal development as part of the qualification).  **And**  (iii) Be accredited, or eligible for accreditation, as a counsellor with the Addiction Counsellors of Ireland – ACI, (formerly known as The Irish Association of Alcohol & Addiction Counsellors - IAAAC), the Irish Association for Counselling & Psychotherapy (IACP), or a relevant body within the Irish Council for Psychotherapy (ICP) or the Psychological Society of Ireland (PSI)  **And**   1. Have a minimum of 5 years full time post accreditation clinical experience of managing a caseload under supervision in a relevant Counselling setting working with adults and/or young people with addiction issues.   **2. Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **3. Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | Demonstrate depth and breadth of counselling experience with adults in a variety of settings as relevant to the role.  Demonstrate depth and breadth of experience in providing supervision to counsellors, therapists, trainees or other relevant professions as relevant to the role. |
| **Other requirements specific to the post** | * Have access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Candidates must :**  **Professional/Clinical Knowledge**   * Demonstrate a high level of clinical and professional knowledge relevant to the role. * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. * Demonstrate knowledge of IT packages (word, excel etc.)  Demonstrate evidence-based clinical knowledge in making decisions regarding timely and appropriate patient care plans.  * Demonstrate specialist knowledge of the National Rehabilitation Framework and relevant therapeutic approaches to addiction counselling/psychotherapy * Demonstrate an understanding of health promotion and disease prevention relevant to patient’s needs. * Demonstrate an understanding of the human impact and appropriate therapeutic containment of addiction, mental illness, abuse and trauma * Demonstrate an understanding of the importance of professional and personal support systems.   **Planning and Organising Resources**   * Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money. * Demonstrate ability to manage deadlines and effectively handle multiple tasks * Demonstrate the ability to delegate a clinical caseload and other tasks to counselling and/or other staff   **Building and Maintaining Relationships: Leadership, Managing People & Team Skills**   * Demonstrate leadership skills and ability to influence others * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment * Demonstrate ability to manage, motivate and develop staff to maximize performance at work * Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. * Demonstrate ability to work effectively with multi-disciplinary teams * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **Evaluating Information and Judging Situations**   * Demonstrate the ability to evaluate information and solve problems   **Commitment to Providing a Quality Service**   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care. * Demonstrate an ability to monitor and evaluate service performance and levels of care * Demonstrate an ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision. * Demonstrate continual professional development. * Demonstrate initiative that will ensure professional practice and accountability   **Communication and Interpersonal Skills**   * Demonstrate effective communications and interpersonal skills including: the ability to present information in a clear and concise manner: the ability to engage collaboratively with all stakeholders; the ability to give constructive feedback * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Counsellor, Senior, Substance Abuse**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale (as at 01/03/2025) for the post is:  €59,394 - €61,665 - €63,938 - €66,213 - €68,486 - €70,759 - €73,028 - €75,319  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)