

Counsellor (Addiction)

**Primary Care Drug and Alcohol Services**

**HSE South West**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Counsellor (Addiction)**  *(Grade Code 3646)* |
| **Remuneration** | The salary scale for the post: As of (01/03/2025):  €47,793, €49,302, €50,828, €52,381, €53,997, €55,922, €57,616, €59,857, €62,159, €64,337, €66,516, €69,157 (LSI).  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. |
| **Campaign Reference** | SWHSCP1025 |
| **Closing Date** | 17th October 2025 |
| **Proposed Interview Date (s)** | Friday, 31st October, 2025  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** | **Primary Care Drug and Alcohol Services**  **HSE South West**  There is currently one permanent full-time vacancy available within Drug and Alcohol Services, HSE South West, based in Arbour House, St. Finbarr’s Hospital Campus.  The successful candidate may be required to work in any service area within the vicinity as the need arises.  A panel may be created from this campaign for **Primary Care Drug and Alcohol Services,** **HSE South West,** from which current and future permanent and specified purpose vacancies of full-time or part-time duration may be filled.  As there already is an existing panel in place for Counsellor (Addiction), Primary Care Drug and Alcohol Services, HSE South West, that panel will take precedence, over any newly formed panel arising from this campaign, in respect of vacancies that arise in Kerry throughout the lifetime of that panel. All other vacancies will be filled from any newly created panel arising from this campaign. |
| **Informal Enquiries** | We welcome enquiries about the role. Contact the following for further information about the role:  Mr. David Lane, Coordinator of Drug and Alcohol Services  HSE South West  **Email:** [David.Lane1@hse.ie](mailto:David.Lane1@hse.ie)  **Telephone:** 021 4930100 |
| **Details of Service** | **Primary Care Drug and Alcohol Services**  **HSE South West**  The post-holder will initially be located in Arbour House, St. Finbarr’s Hospital Campus.   * Drug and Alcohol Services in HSE South West deliver therapeutic interventions to individuals and families affected by substance misuse in multiple locations across the region * The Service supports the provision of an integrated range of preventative, therapeutic and rehabilitation services to meet the diverse health and social care needs of service-users in an accountable, accessible and equitable manner. * The strategic objectives of the Service, in-line with the National Drug and Alcohol Strategy (Reducing Harm Supporting Recovery), are to provide, where appropriate: * Services aimed at delivering advice and harm-minimisation harm-reduction programmes to drug misusers not in contact with services, including advice on safer drug use, ways of reducing the risks of HIV and Hepatitis transmission, advice on safer sex practice and good health. * Treatment programmes that are service-user focused and have as their objective, in the short-term, the control of the service-user’s addiction within the context of the long-term aim of returning the service-user to a drug-free life. * Aftercare and rehabilitation programmes that assist service-users in accessing education, training or employment opportunities. * Evaluation of the various service responses to ensure maximum effectiveness * The Service works in partnership with Primary Care networks and teams and other statutory and voluntary agencies. * Services are delivered in the context of multidisciplinary teams in both community and residential settings. Teams are responsible for case management, assessing service-user needs, negotiating and delivering care plans and facilitating access for the target population within catchment areas. * Counselling therapy is prioritised in service-user care plans as resources allow, by self-referral and professional referral within Clinical Teams and Community Networks. * The post-holder will possess the skill-set necessary to respond to a broad range of service-user issues related to substance use including: motivation, harm-reduction, stabilisation, detoxification, relapse prevention, relationship difficulties, depression, anxiety, phobias, loss, coping with illness, abuse, developmental issues, adjustment problems, stress, trauma, violence, anger, and psychosexual difficulties, drawing on therapeutic orientations such as person-centred and cognitive-behavioural therapies with a particular emphasis on short-term intervention. * The overall Service is managed by the Coordinator of Drug and Alcohol Services and Clinical Director with the Heads of Discipline. Counselling is managed by Senior Counsellors. |
| **Reporting Relationship** | The post-holder will be report to the Senior Counsellor as Head of Discipline in the Programme Area accounting for operational and professional practice and clinical governance. |
| **Key Working Relationships** | Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate. |
| **Purpose of the Post** | * To engage in therapeutic relationships with service-users to assist in the management of substance use and related issues. * To provide individual and group counselling in community care settings of the Addiction Service. * To work with other members of multidisciplinary care teams to provide a person-centred service. |
| **Principal Duties and Responsibilities** | **Clinical Practice**  *The Counsellor (Addiction) will:*   * Conduct initial and comprehensive assessments according to National protocols * Implementation and facilitation of appropriate Key Working, Care Planning and Case Management * Provide individual/group counselling/therapy to clients * Keep appropriate patient files i.e. progress notes, confidential releases (no information should be given or sought about service-users without first obtaining their written consent), discharge summaries, etc. Attend and present case reviews at weekly conferences held by Programme Director. * Manage a caseload across a range of programmes, under supervision. * Understand and prioritise service-user needs, taking account of the role of culture, sexuality, peer group, gender, family and mental health, beliefs and behaviours. * Assessment and treatment of service-user, spouses and concerned persons where appropriate. * Practice in accordance with HSE policies and standards. * Participation in clinical multidisciplinary team liaison with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate. * Referral to appropriate treatment facilities, for stabilisation, detoxification, rehabilitation. * Inform and facilitate clients in accessing other appropriate healthcare and support services, including medical examination and referral to more specialist services if required. * Referral of clients to self-help groups and community initiatives. * Notify child abuse in accordance with Children First Guidelines. * Actively participate in regular external clinical supervision in accordance with supervision policy. * Actively participate in line management supervision * Engage in in-service and other relevant training opportunities and to keep up-to-date with new developments in the area of counselling/therapy and addiction treatment. * Monitor and evaluate effectiveness and outcomes of treatment for individuals/groups, matching therapy to needs. * Participate in the development of new initiatives: e.g. community-based programmes, training programmes, etc. * Provide training in skills and theory appropriate to best counselling practice as required.   **Administration and Accountability**  *The Counsellor (Addiction) will:*   * Maintain contemporaneous records and submit statistics and activity data in a timely manner as requested by the Senior Counsellor. * Maintain accountability within the Health Service Executive Performance Management System. * Write clear concise reports. * Observe professional ethical standards and behaviours as required by HSE Policies and Guidelines. * Ensure a high level of documentation in accordance with the Freedom of Information Act and ensure confidentiality and security of records at all time in accordance with the Data Protection Act and requirements of relevant professional Accrediting Bodies * Take corporate responsibility as well as ethical counselling responsibility. * Co-operate with the operation of new technology. * Report to the Senior Counsellor on matters affecting the administration of the service. * Meet with the Counselling team as arranged by Senior Counsellor * Engage with line management supervision with the Senior Counsellor. * Attend in-service training as required. * Comply with Health and Safety regulations and review procedures. * Comply with HSE Policies and review procedures related to Risk Management, Audits, and clinical accountability. * Be flexible in practice as required i.e. out-of-hours, provision of new programmes and service initiatives. * 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. * As a mandated person under the Children First Act 2015, have a legal obligation to report child protection concerns at or above a defined threshold to Tusla and to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   **Multi-Disciplinary Team Working**  *The Counsellor (Addiction) will:*   * Participate as a member of Multi-disciplinary Team including meetings, case conferences, team-building and change management initiatives. * Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements. * Collaborate with community projects in relation to care planning. * Undertake Team Facilitator / Chairperson role if/as required. * Undertake Case Manager / Key Worker role as required. * Develop and maintain close liaison with team members, hospital staff and specialist services to ensure an integrated service for clients.   **Development and Evaluation of Service**  *The Counsellor (Addiction) will:*   * Support models of evidence-based practice. * Engage in training and supervision of other staff as required, sharing knowledge to maintain professional standards. * Engage in ongoing monitoring, audit and evaluation of service. * Participate in the development of new initiatives: e.g. Community based programmes, training programmes, etc. * Provide training in skills and theory appropriate to best counselling practice as required. * Develop and conduct relevant research within the service and the evaluation of such research in order to improve treatment and therapeutic standards in Addiction Service.   **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/ or experience** | **Professional Qualifications, Experience, etc.**  Eligible applicants will be those who on the closing date for the competition meet the criteria set out as follows:   1. Hold a qualification or post-graduate qualification at Level 8 in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP).   **OR**   1. Hold a qualification at Level 7 or higher on the QQI framework in a human science discipline (medical, psychological, social, educational) or hold a qualification at Level 7 or higher in a health and social care profession.   **AND**  Hold a qualification or post-graduate qualification in counselling, addiction counselling or psychotherapy recognised by one of the following, as appropriate: the Irish Association for Counselling and Psychotherapy (IACP), Addiction Counsellors of Ireland (ACI) or one of the five sections within the Irish Council for Psychotherapy (ICP).  **Candidates must also:**   1. Have full accredited membership with one of the following: IACP, ACI or one of the five sections within ICP. Pre-accredited hours must include a minimum of 100 hours of one-to-one counselling/addiction counselling/psychotherapy with clients under the supervision of an IACP/ACI/ ICP accredited supervisor.   **OR**   1. Be a full member of the Clinical or Counselling Psychology Division of the Psychological Society of Ireland (PSI).   **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.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific requirements** | Demonstrate depth and breadth of post qualification experience of managing a caseload under supervision as relevant to the role. |
| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as the post may involve travel e.g. service delivery at multiple locations if required. * Flexible working hours – availability to work unsociable hours as required to provide greater access to services |
| **Skills, competencies and/or knowledge** | ***Candidates must Demonstrate:***   * the ability to assess Service-Users’ suitability for counselling / therapy * competence in providing short-term therapy to Services-Users utilising therapeutic approaches such as person-centred and cognitive-behavioural therapies * knowledge of adolescent / adult development and the impact of deprivation, neglect and abuse * an ability to utilise evidence-based practice in informing clinical decisions about Service-Users * knowledge of National Rehabilitation Framework and structure of HSE * clinical knowledge of assessment and treatment of a range of addiction and dual diagnosis * knowledge of notification procedures around child protection and management of other ethical considerations relevant to post * knowledge of relevant legislation * competence in responding appropriately to diverse Service-Users who are vulnerable or at risk * commitment to continuing professional development and effective use of supervision * the ability to work effectively and confidently with challenging Service-Users’ processes * awareness of professional and personal boundaries * an appreciation of the importance of professional and personal support systems * effective interpersonal and communication (verbal and written) skills * ability to manage Service-Users’ records effectively and to produce counselling reports as required * an ability to work both as part of a multidisciplinary team and to work independently, under supervision * a willingness to develop IT skills relevant to the role * evidence of effective planning and organising skills including awareness of resource management and importance of value for money * ability to manage deadlines and effectively handle multiple tasks * initiative and innovation, identifying areas of improvement, implementing and managing change * knowledge of Infection Control * The candidate must maintain strong links with the Service-Users and develop systems of Service User evaluation |
| **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 progressing 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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |



**Counsellor (Addiction)**

**Terms and Conditions of Employment**

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| **Tenure** | The current position 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.  As there already is an existing panel in place for Counsellor (Addiction), Primary Care Drug and Alcohol Services, HSE South West, that panel will take precedence, over any newly formed panel arising from this campaign, in respect of vacancies that arise in Kerry throughout the lifetime of that panel. All other vacancies will be filled from any newly created panel arising from this campaign.  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post is 27 days. |
| **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 for Persons Reporting Child Abuse Act 1998** | 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-1), 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-2). * 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-1)
2. [↑](#footnote-ref-2)