



## SPITALFIELDS CRYPT TRUST (SCT)

### JOB DESCRIPTION

<b>Post Title</b>	Part-Time Addictions Counsellor (0.8 FTE)
<b>Purpose of post</b>	To support residents in achieving sustained abstinent recovery from problematic substance use by the facilitation of group therapy sessions and one-to-one counselling sessions.
<b>Salary</b>	£26,581.00 - £35,051.00 (FTE equivalent)
<b>Location</b>	Spitalfields Crypt Trust, The Recovery Hub, 116 - 118 Shoreditch High Street, London, E1 6JN
<b>Responsible to</b>	Therapeutic Programme Manager
<b>Responsible for</b>	N/A
<b>Additional benefits</b>	<ul style="list-style-type: none"> <li>• BUPA Employee Assistance Programme</li> <li>• BUPA Health Insurance cash plan including up to £600 per year towards medical costs</li> <li>• 25 days annual leave (rising to 30 with length of service) plus bank holidays</li> <li>• Cycle to work scheme</li> <li>• Season ticket loan</li> <li>• Contributory Pension Scheme with employer contributions of 5%</li> <li>• Training and development opportunities</li> </ul>
<b>Hours</b>	28 hours/4 days per week Monday to Friday (specific days negotiable)

### **Part-Time Addictions Counsellor - Job Description**

**Spitalfields Crypt Trust (SCT)** is an East London charity embedded in the local community, providing practical support and training to people affected by homelessness and addiction so they can rebuild their lives. We have a Recovery Hub in Shoreditch, where we run an abstinence-based residential recovery facility, an addictions counselling programme and a Training & Development programme. In addition, we run a Housing First project and a supported house, both in East London. We also have eight charity shops and two social enterprises, which give us a presence in the community while generating valuable funds.

You will be joining a team that is committed to working collaboratively, and sharing knowledge ideas and skills, to create a **supportive culture**. This is something we are proud of and believe is at the heart of our success.

We seek to recruit people with a good combination of **talent, skills and potential, promoting equality for all**, and welcome applications from a wide range of candidates regardless of age, race, gender identity, religion, sexual orientation or disability. We select candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of SCT.

### **The Role**

You will facilitate and co-facilitate group therapy sessions including relapse prevention, psycho-education, 12-step and process groups. You will manage a small caseload of clients from the therapeutic programme (typically around four) offering regular one-to-one interventions (on either a weekly or bi-weekly basis).

You will work closely with our Supported Housing Team and participate in regular team meetings. You will also be required to liaise with external agencies and work creatively to provide the most appropriate treatment plans for clients with complex needs.

You may be required to cover occasional evening Aftercare groups.

### **Main Responsibilities**

- Undertake assessments of people entering the service through various referral sources.
- Develop, facilitate, and review a group work programme that meets the needs of our clients. These might include dual diagnosis, trauma, cross-addiction, criminal justice issues and various types of substance misuse.
- Provide an holistic package of care to individual clients which meets their needs and includes working with colleagues across other teams in the organisations to support them with diversionary activities, employment, training, and education.
- Work with the Supported Housing Team to ensure people are safe, secure, and maintain their tenancies and are prepared to move on to independent living.
- Provide a range of one-to-one interventions that might include MI, person-centred care, CBT, DBT and trauma work.
- Manage a small caseload of individuals with a wide spectrum of needs.
- Assist individual clients to understand the effects and benefits of any medication prescribed for them and the importance of complying with their treatment regime. This might include liaising with pharmacists, doctors, and psychiatrists for monitoring purposes.
- Provide psycho-education groups to raise awareness and understanding of substances and their effects.
- Provide onward referral and liaison with wrap-around support within SCT to enable our residents to achieve social integration and personal development.

### **Client Management**

- Coordinate and carry out assessments of new residents and the referral and acceptance process, ensuring that each client has a programme appropriate to their individual needs and strengths.
- Conduct joint three and six-monthly reviews with Supported Housing team colleagues.
- Provide group and individual counselling as required by the service.
- Support residents from admission until completion of treatment (around six months later).
- Participate in 'unplanned exit reviews' as required.

### **Operational Support**

- Comply with all monitoring and evaluation information as required.

**General Responsibilities**

- Engage and inspire people in recovery.
- Ensure a safe and secure environment for residents, free from alcohol and drugs, and free from abusive behaviour and exploitation.
- Ensure that all SCT activities are carried out with due regard to Health and Safety legislation, SCT policies and procedures, as well as good practice.
- Work within the policies and procedures of SCT.
- Implement SCT's Equal Opportunities Policy, understanding its implication in the development of services to clients.
- Participation in monthly clinical supervision sessions (which will be funded by SCT).
- Participation in regular line management supervision.
- Active participation with in-house Reflective Practice (facilitated by a clinical psychologist).
- Attend meetings within and on behalf of SCT as appropriate.
- Undertake other tasks consistent with the post or as delegated by your line manager.

## **Strategic Excellence**

- Be an effective role model, with the ability to inspire and motivate others.
- Work collaboratively with the wider Recovery Hub team.
- Ensure you are kept up-to-date with developments within the sector, thus enhancing your knowledge and practice
- Capture the outcomes of the therapeutic programme with all monitoring and evaluation methods that are required by your line manager, to capture the impact of SCT work, whilst ensuring the voice of SCT clients are heard.

## **Qualifications and Experience**

### **ESSENTIAL**

- Educated to degree level or Diploma Level 4 in Counselling.
- Two years' experience of therapeutic work with people in recovery.
- One year's experience of one-to-one counselling.
- A solid working understanding of 12-step facilitation, CBT, MI, Relapse Prevention techniques and other interventions applicable to working with people in recovery.
- Familiarisation with the 12-step model of recovery.
- Experience in supporting clients through, at least, the first three steps of the 12-step model of recovery.
- Experience in delivering therapeutic group work within 12-step and non-12-step contexts.
- Experience in encouraging clients to reflect on their behaviour (consequences and risks), recognition of the benefits and potential for change, and provision of support and encouragement to help clients achieve change within an abstinent community.
- When necessary, the ability to challenge people and ensure healthy psycho-social boundaries are observed.
- Assisting individuals to identify their requirements and priorities.
- Use of effective support systems and networks to develop own knowledge and practice.
- Adhere to the principles of confidentiality of information.
- The ability to understand and work with others' points of view, values, and beliefs.
- The ability to change working techniques based on new information or evidence.
- Ability to encourage others to express their views, feelings and wishes.
- Uses and follows known procedures to identify and solve problems.
- Confidently contributes to debate within the staff team.
- Promotes SCT by their own standards of conduct.
- Adopts an active role within the team.
- Encourages, values and respects contributions from other team members.
- Possesses good written and oral communication and IT skills.
- Is able to work within an organisation that holds Christian ideals of forgiveness, grace and love for the individual at its heart.

### **DESIRABLE**

- Knowledge of local services and geography.
- Knowledge of the homelessness sector, social housing and the benefits system.
- Experience of working in a pluralistic recovery environment.
- Experience of working with homeless people and people with complex needs.

This Job Description should be read in conjunction with SCT's Mission Statement.