



Job Title	Alcohol Counsellor
Based	Flexible across DACA's two bases – Dumbarton & Clydebank with occasional home working
Salary	£25,025
Responsible to	Mags Mackenzie, Chief Executive
Hours	Full-time, 35 hours per week*
Term	Permanent

*Flexible working or job-sharing arrangements will be considered for the right candidate(s).

DACA is the Community Alcohol Service for West Dunbartonshire. Every year, we support hundreds of people to make positive changes to their drinking behaviours, but we know that so many people across our community – our friends, family and neighbours - are struggling but not receiving any help. It is estimated that 1 person in every 4 across West Dunbartonshire is drinking at harmful levels. We want to reach as many people as possible; to educate, encourage and support them to change, in the compassionate and non-judgmental way that is DACA's trademark.

To support our mission, we are now looking to recruit an experienced alcohol counsellor to join our small, friendly team. This is a full-time post.

To discuss this post further, and to register interest, please contact Mags Mackenzie, Chief Executive by phone on 01389 731456 or by email at mags.mackenzie@daca.org.uk.

Job Description:

Purpose of job: To provide individual counselling for people who require specialised support due to their own or another's alcohol use disorder.

DACA's ethos is to reduce the harms of alcohol. We are not an abstinence service. Whilst many of our clients do choose to cut alcohol from their lives completely, some choose to reduce and control their drinking. We take a person-centred approach, and work with our clients to achieve the goals that they themselves set.

Specific duties :

- To provide confidential, one-to-one counselling support and advice to anyone referred into Dumbarton Area Council on Alcohol's service.
- To carry out individual assessments, care planning and monitoring on all cases and record appropriately.
- To carry out regular reviews of client progress to ensure the effectiveness of the counselling process.
- To maintain clear, timely records of interventions and other case file notes, in accordance with DACA's paperwork procedures and mindful of our confidentiality protocols.
- Where appropriate, and where consent is given, to liaise with external referrers and provide case updates.
- To signpost and refer clients to other appropriate services, particularly those within DACA's wider service menu, such as Steps to Recovery and Steps to Wellbeing. To use appropriate referral paperwork for same.
- To liaise with DACA colleagues and contribute to collaborative support planning.
- To contribute to the daily running of DACA bases in Clydebank and Dumbarton by being part of a rota system, and by undertaking appropriate general administrative/support tasks, including:
 - Telephone call handling;
 - Providing triage/support for unscheduled/drop-in clients;
 - Providing appropriate cover for colleagues in cases of unplanned absence (ie sickness cover).
- To maintain professional standards by undertaking appropriate levels of continuous professional development (CPD) and by staying informed about developments in the counselling and alcohol policy sectors.
- Any other duties as reasonably requested by line manager.

Personal characteristics :

Candidates should possess the following essential skills/experience:-

- Hold a counselling qualification, minimum COSCA Counselling Skills Certificate. Have gained considerable experience in counselling to a recognised standard.
- Awareness of current general counselling standards, issues and practice.
- The ability to maintain a high standard of professionalism and record keeping.
- An acute awareness of the need to maintain a confidential service.
- The ability to communicate with a wide range of personnel both verbally and in writing.
- The ability to work as a team member whilst accepting individual responsibility as appropriate.
- Basic IT skills and use of email as a communication method.

DACA Alcohol Counsellor - Person Specification :

Qualifications	
Counselling qualification to a recognized standard (eg COSCA)	Essential
Advanced Alcohol Training	Desirable
Minimum of 150 hours supervised client practice in a relevant field	Desirable
Skills, Knowledge, Experience	
Having an understanding of the issues facing individuals affected by chronic alcohol misuse, as well as those of their families and carers. Able to demonstrate compassion and sensitivity in relation to these issues.	Essential
Demonstrable experience of carrying out person-centred assessments and developing recovery action plans.	Essential
Able to work independently and self-start/self-manage – with only minimal supervision.	Essential
Able to plan, prioritise and organise own working schedule/diary, to ensure that deadlines and objectives are met.	Essential
Able to use initiative and be proactive in developing new ways of working.	Essential
Experience of working in partnership with other organisations, ideally in a multi-stakeholder environment. Track record of building strong working relationships.	Desirable
Strong verbal communication and listening skills.	Essential
A track record in keeping detailed, timely client notes and other records – both written and digital.	Essential
Personal Qualities / Attitude	
Non-judgmental and empathic in your approach to dealing with others.	Essential
Tact and diplomacy.	Essential
Good sense of humour and a positive can-do attitude.	Essential
Presentable appearance.	Essential
Hardworking and self-motivated.	Essential
A good team player who enjoys the success of colleagues and peers.	Essential
Good timekeeping.	Essential