

CRI

CRI Role Description – Volunteer Counsellors

- Post title: (Volunteer) Alcohol Counsellor
- Hours of work: Minimum of 3 counselling hours. Attendance at group supervision for 2 hours every other week. Attendance at ongoing training and Counselling Service Meetings.
- Responsible to: Counselling Coordinator
- Accountable to: Internal Counselling Supervisor (external supervision is not possible)
- Meetings to be Held on a regular basis: Ongoing training – approx 6 days per year
2 half away days per year

Job Purpose:

1. Provide counselling for individuals with alcohol problems, although due to the nature of the client group, you may find that clients are using another or a combination of other drugs.
2. Establish and manage the counselling relationship.
3. Enable individuals to identify and explore their concerns.
4. Review options and assist individuals to decide on a course of action.

Main Tasks And Responsibilities

Counselling

1. Utilise counselling skills to create a safe and accepting setting in which individuals may explore their problems around alcohol misuse.
2. Maintain the focus of counselling sessions on dealing with the client's problems with alcohol.
3. Assist clients in finding workable solutions to their alcohol related problems.
4. Adhere to CRI's models of working, i.e. Cycle of Change, Brief Solution Focused Counselling, Harm Minimisation, Relapse Prevention and Motivational Interviewing.
5. Complete case notes and assessment forms and maintain appropriate records in line with the requirements of the organisation.

Supervision

1. Attend regular supervision sessions as required. This will be 2 hours of group supervision every other week.

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2. Prepare client caseloads to present at group supervision and ensure each client is given sufficient time and attention during the process.
3. Refer clients to other treatment modalities as appropriate following discussions with the Supervisor and the Counselling Coordinator.
4. Complete accurate records and documentation.

Training

1. Undertake Volunteer Counsellors Training Scheme course prior to commencing counselling.
2. Participate, as required, in the ongoing training programme provided by CRI.
3. Be responsible for own personal and professional development.

Other

1. Undertake client administration work and record keeping within agreed timescales and in compliance with the organisation's requirements.
2. Comply with all relevant legislation and professional codes of practice.
3. Adhere to CRI policies and procedures and Code of Ethics.
4. Participate in agency meetings and discussions. Develop productive working relationships with the Counselling Coordinator, team members and other colleagues.