

CAYMAN ISLANDS GOVERNMENT JOB DESCRIPTION

Job Title:	Counsellor (Community-based)	Reports To:	Clinical Supervisor, The Counselling Centre
Job Holder:		Cost Centre:	

JOB PURPOSE

To provide high quality, evidence based, evidence based community based treatment services at The Counselling Centre. The Counselling Centre embraces a systemic approach to treatment, and the client's strengths and experiences are validated and central to the process of therapy.

DIMENSIONS

Counsellors provide individualised treatment to clients by offering individual and group therapy sessions using a client centred, outcome informed approach. Client populations include persons suffering from trauma, addiction, family and relationship difficulties, mental health issues, and individual psycho-social problems. The average client population for The Counselling Centre at any given time is approximately 350 clients, and for Brac Haven – Sister Islands Counselling Centre is approximately 50 clients.

The postholder will assume responsibility for a caseload averaging 40 to 60 clients depending on demand, which should generate a minimum of 25 direct client contacts per week.

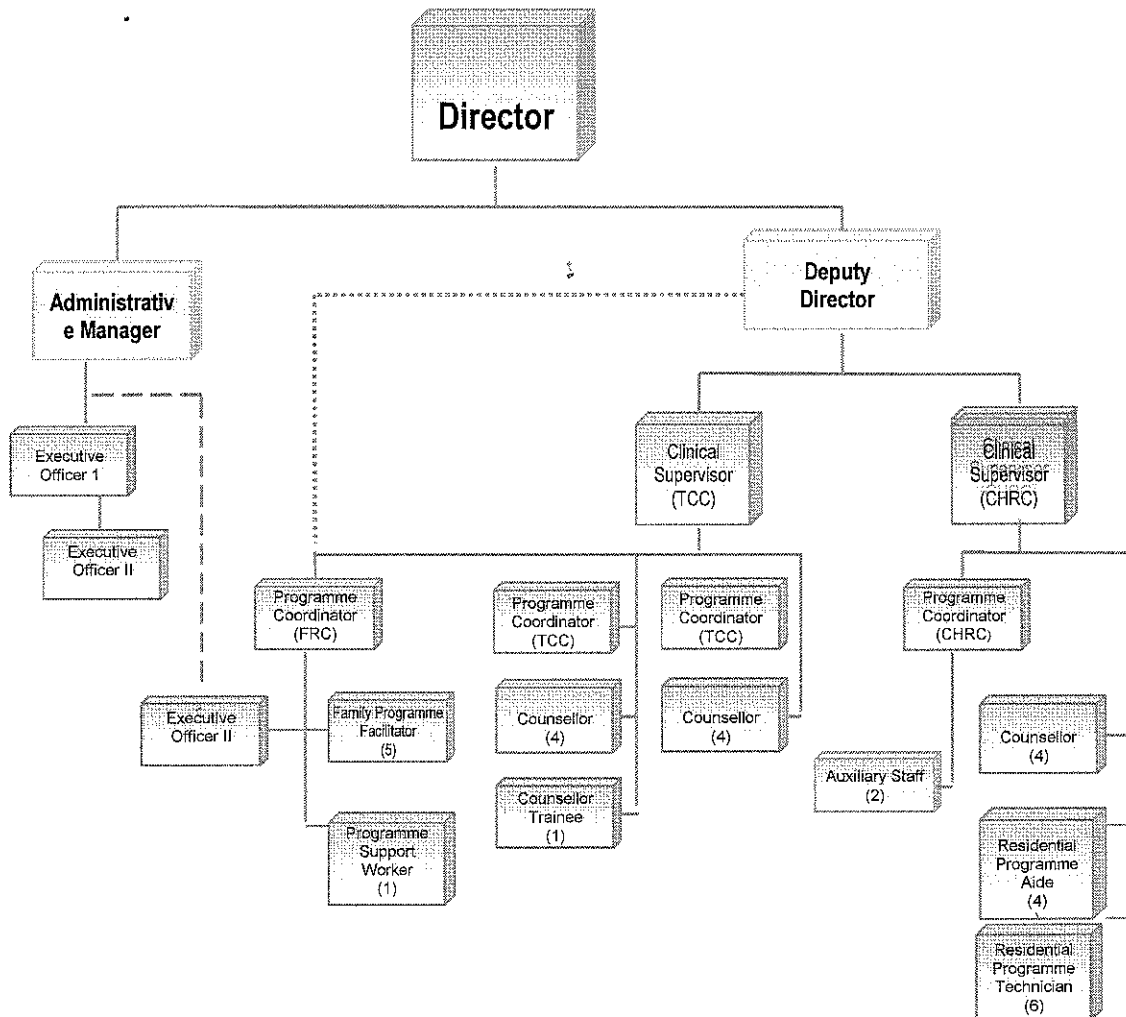
While intake services are offered on a walk-in basis on Tuesdays and Thursdays at The Counselling Centre, counsellors provide appointments for individual sessions and groups throughout the day according to client need. In addition to services provided on-site, counsellors also provide treatment services to clients incarcerated at HMP Prisons Northward, Fairbanks and Eagle House, as well as to students attending the Government High Schools.

PRINCIPLE ACCOUNTABILITIES

		% Time
1	Conduct intakes and screenings on clients who present for services to determine appropriateness for treatment and identify appropriate level of care within the continuum of treatment services.	10%
2	Conduct comprehensive bio-psychosocial assessment on all clients to determine treatment goals.	10%
3	Develop, in conjunction with clients, individualised treatment plans and evaluate on an ongoing basis progress of client toward achieving stated goals.	5%
4	Conduct individual sessions with clients, including sessions with family members and significant others to assist clients to accomplish their treatment goals.	40%
5	Conduct group therapy sessions and facilitate psycho-educational groups to further support clients achieving their individual treatment goals.	10%
6	Liaise with internal and external resources to ensure appropriate	5%

	placement and treatment of clients.	
7	Complete relevant client file documentation, (including reports) to assist with monitoring the progress of clients.	5%
8	Provide clinical monitoring and direction to counsellor trainees to assist in the development of their skills and experience.	5%
9	Delivery of Education to community members to increase their awareness of, and increase skills in dealing with various life issues through workshops or presentations, attendance at Community Events or participation through the various media.	5%
10	Make recommendations regarding programme development as appropriate to assist with the development of treatment services which meet the needs of the Department's clients.	5%

ORGANISATION CHART



BACKGROUND INFORMATION

The Department of Counselling services is responsible for providing quality cost-effective, evidenced-based treatment services within the Cayman Islands. The post

holder will be a member of the treatment team responsible for providing high quality, cost effective community-based treatment services employing a client centred approach. Client populations include persons suffering from trauma, addiction, family and relationship difficulties, mental health issues, and individual psycho-social problems. A significant percentage of referrals come from the criminal justice system.

KNOWLEDGE, EXPERIENCE AND SKILLS

1. Applicants should possess a Masters Degree in a Social Science, and have a minimum of 3 years' experience in direct client contact employing a client centred approach **OR** Bachelor's degree with 5 years experience in direct client contact employing a client centred approach **OR** Licensure/Certification with a relevant body with a minimum of 10 years experience in direct client contact employing a client centred approach. (Proof of licensure is required.)
 2. Individual and group therapy skills.
 3. Experience working with mandated clients would be considered an asset.
 4. Cross cultural experience would be considered an asset.
 5. Excellent communication skills are required including the ability to develop proper case documentation.
 6. Proficiency in computer applications software including Windows & Microsoft Office (Word, Excel, Access, and Power Point).
 7. Knowledge of co-occurring disorders and experience working with dually diagnosed clients is considered an asset.
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ASSIGNMENT AND PLANNING OF WORK

Client assignments are given through the supervisory process to ensure clients' needs are met. Post holder then takes the responsibility to manage each assigned case until treatment goals are complete. Counsellors receive weekly clinical supervision to ensure the use of best practices.

SUPERVISION OF OTHERS

Post holder would be responsible for mentoring of counsellor trainees through co-facilitation of group and individual sessions, and participation in weekly team meetings.

OTHER WORKING RELATIONSHIPS

Post holder will liaise with counsellors at Caribbean Haven Residential Centre (CHRC) and Programme Facilitators at the Family Resource Centre (FRC) to facilitate client referrals, and to assess clients' progress in either of these programmes. Additionally, the postholder will liaise with other members of the treatment network including persons within the legal system, social service system, law enforcement system, mental health services, the education system, and other interested individuals or groups to facilitate completion of a wide range of treatment goals for

individual clients.

DECISION MAKING AUTHORITY AND CONTROLS

Postholder assumes responsibility for the management of assigned client cases, and makes

recommendations regarding programme development, and policies and procedures.

PROBLEM/KEY FEATURES

Given the nature and scope of activities of the Department of Counselling Services, the ability to uphold principles of confidentiality and treat clients and colleagues with dignity and respect at all times is paramount. Services are provided in multiple locations which can present challenges and frustrations to counsellors who have to negotiate within the various systems in which they provide services to ensure they maintain their own professional standards.

Given the complexity of issues which clients may present with, it is imperative that clinicians have experience with and demonstrate competence in working with a broad range of issues. Postholder must demonstrate a willingness to continue to update professional skills in order to remain current with best practices in the field.

Postholder must demonstrate the ability to work with clients who are mandated to treatment and possibly involved with the prison system.

Clinicians must practice from a strong ethical base, as within a small community such as the Cayman Islands many challenges exist in developing and maintaining appropriate boundaries with clients, and ensuring a high degree of confidentiality that is necessary in this field.

Postholder must also exhibit sensitivity to the needs and problems of a culturally diverse client base.

WORKING CONDITIONS

Postholder will work a 37.5 hour week. Although there is some flexibility in working hours, the postholder is expected to arrange their schedule to accommodate clients' needs. For example, most groups occur during evening hours, and there may be a need for occasional weekend work to meet the needs of the clients and community at large.

The postholder is expected to comply with the Workplace rules of The Counselling Centre and the Ministry of Health, Environment, Culture and Housing Policies and Procedures.

AGREED BY:

Post-holder: _____

Date: _____

Head of Department: _____

Judith Seymour

Date: _____

Chief Officer: _____

Jennifer Ahearn

Date: _____