

CAYMAN ISLANDS GOVERNMENT JOB DESCRIPTION

Job Title:	Counsellor (Residential)	Reports To:	Clinical Caribbean Residential Centre	Supervisor, Haven
Job Holder:	Cost Centre:			

JOB PURPOSE

To provide direct client services to substance abusing clients and their families, many of whom are referred to Caribbean Haven Residential Centre through the legal system. Direct client services include assessment, treatment planning, group facilitation, individual counselling, and case management.

DIMENSIONS

Caribbean Haven Residential Centre (CHRC) provides residential treatment and non-medical withdrawal management to clients in a residential setting, for men and women. All residential services also provide safe, supportive living accommodations and case management functions. The treatment programme is based on a modified therapeutic community model of treatment that is structured, and adheres to the Community as Method Concepts. While Therapeutic Community Models do vary, the basic premise remains the same and the community itself is the agent of change. The focus is on “right living”, enhancing social and coping skills, with emphasis on personal responsibility, and providing the client with knowledge and skills essential to a healthy, sober lifestyle.

The programme operates 365 days per year (excluding exceptional circumstances) and provides 24-hour care to residents.

The male treatment programme accommodates eighteen men, while the female residence is a six-bed facility. Clients can remain in residential treatment up to six months, but the length of stay is determined on an individual basis in collaboration with the client and, dependent on client’s needs and progress.

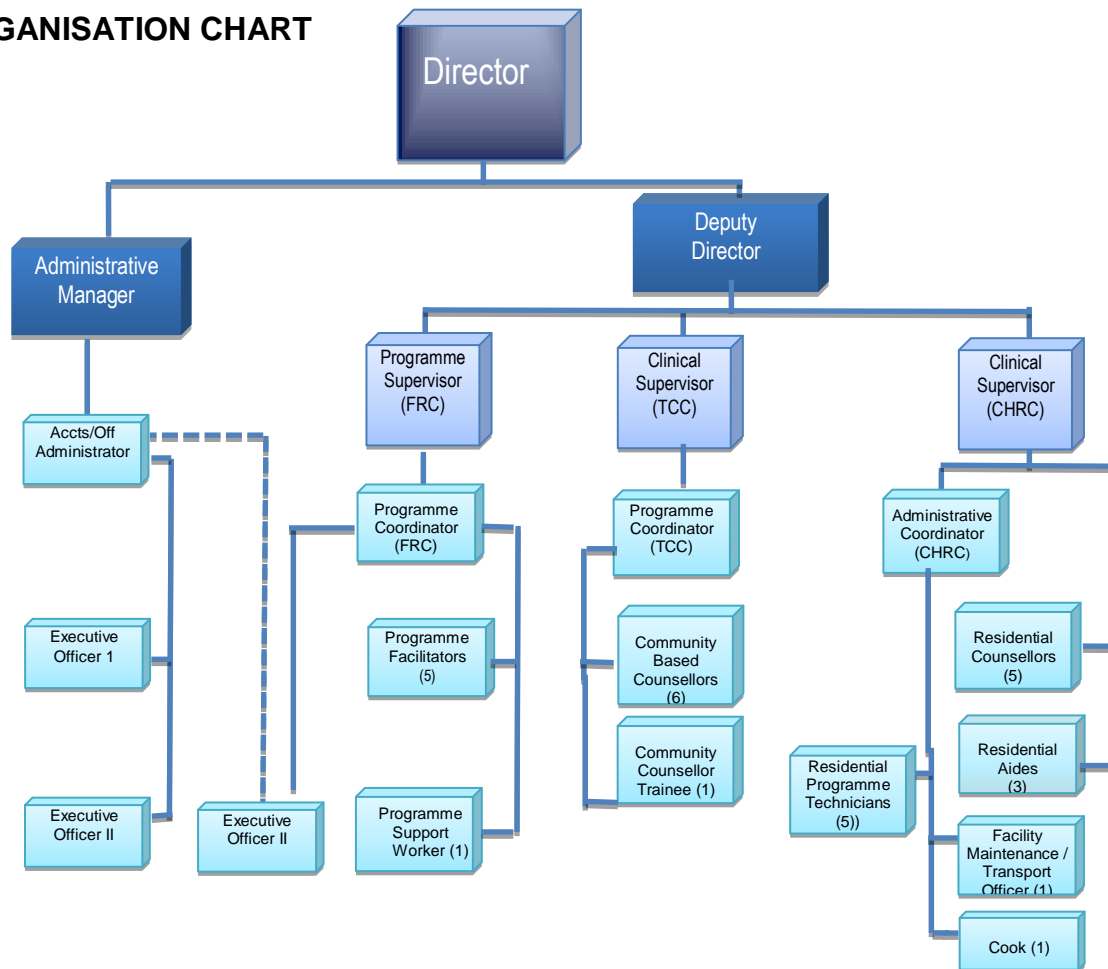
In addition to facilitating groups, at any given time, the post holder will act as the key counsellor for up to 5 clients resident in the male and female primary treatment programmes. This will require completion of assessments, development of treatment plans, and preparation of reports.

PRINCIPLE ACCOUNTABILITIES

		% Time
1	Conduct intakes and screenings with clients who present for treatment to determine appropriateness for admission to the programme, and orient them to the guidelines, expectations and approximate length of the treatment programme.	5%
2	Conduct comprehensive bio-psychosocial and substance abuse assessments on all clients entering the residential programme to determine the appropriate level of care.	5%
3	Develop, in conjunction with clients, individualised treatment plans, evaluate and update as needed based on client progress toward identified goals.	10%
4	Conduct process group sessions and facilitate psycho-educational groups to increase client awareness and teach new skills that will enhance client ability to deal more effectively with a variety of life related issues, and to assist	45%

	clients in achieving their treatment goals.	
5	Conduct individual sessions with clients, for the purpose of developing Treatment Plans, goals and tasks, and to address issues of personal growth.	10%
6	Liaise with internal and external resources to ensure appropriate placement and referral of clients. Whenever possible, assist the organization in locating new resources and include them in the Resource Directory.	5%
7	Complete relevant client file documentation to track progress throughout the treatment experience: to include timely progress notes, treatment plans/updates, required reports, transition/discharge summaries and all other relevant client documentation related to ongoing assessment and evaluation.	5%
8	Provide clinical oversight and direction while on shift to Residential Programme Aides 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 the agency within the Cayman Islands Government that provides high quality, cost-effective treatment services in the Cayman Islands. The over-arching concept of departmental operations is the continuum of care model which encompasses prevention, intervention and treatment. Caribbean Haven Residential Centre (CHRC) located in Breakers, Grand Cayman offers intensive substance abuse treatment that is tailored to the needs of adult males and females resident in the Cayman Islands. The Withdrawal Management Unit at CHRC offers a non-medical, social detoxification programme to individuals who require a safe environment in which to withdraw from substances that do not require medical management. In addition to the primary residential programme, CHRC also offers clients who successfully complete treatment the opportunity to participate in the re-entry programme if they require that additional support as they re-enter the community.

KNOWLEDGE, EXPERIENCE AND SKILLS

1. Applicants should possess a Masters Degree in a Social Science Field and have a minimum of 3 years experience providing direct client services in a therapeutic residential treatment setting; **OR**, a Bachelor's degree with 5 years experience providing direct client services in a therapeutic residential treatment setting; **OR** Licensure/Certification as an addiction counsellor with 7 years experience providing direct client services in a therapeutic residential treatment setting. (Proof of licensure/certification is required.)
 2. Must possess excellent Individual Counselling skills as well as advanced Group Facilitation skills.
 3. Prior experience working with mandated clients is required.
 4. Cross cultural experience would be considered an asset.
 5. Excellent communication skills are required including the ability to document proper case notes and provide appropriate correspondence as needed.
 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 dual diagnosis clients is considered an asset.
 8. Must be a team player but also demonstrate initiative to work independently.
-

ASSIGNMENT AND PLANNING OF WORK

While the post holder works as a member of a treatment team, they will assume primary responsibility for a portion of the clients. These client assignments are determined by the clinical team to ensure clients' needs are met. Post holder then takes the responsibility to manage each assigned case until treatment goals have been achieved and referrals for continuing care have been made.

SUPERVISION OF OTHERS

Post holder would be responsible for mentoring of Residential Programme Aides through daily facilitation of group and individual sessions, and participation in weekly case management meetings.

OTHER WORKING RELATIONSHIPS

The post holder is expected to work as part of a clinical treatment team sharing responsibility for all clients. The post holder will liaise with clinicians at The Counselling Centre to facilitate a continuum of treatment services for clients who re-enter the community. Additionally, liaison with the legal system, social service system, law enforcement system, the treatment system and other interested individuals or groups will be necessary to facilitate completion of a wide range of treatment goals for individual clients.

DECISION MAKING AUTHORITY AND CONTROLS

Individual client progress is reviewed by the clinical team in a weekly Case Management Meeting and then treatment recommendations are made. However, the post holder will have primary responsibility for clients to whom they are assigned as key counsellor, including development of a treatment plan and documenting the client's progress toward achieving their goals. The post holder makes recommendations regarding programme development, policies and procedures, and recommendations regarding management of client cases.

On occasion, and particularly in the absence of the Clinical Supervisor, the post-holder will be required to assume shift-leader responsibilities on a rotational basis. This will involve planning assignments for staff across the particular shift, and consult with the Deputy Director in the Clinical Supervisor's absence as required on significant clinical issues that arise during their shift.

PROBLEM/KEY FEATURES

Given the nature and scope of activities of the Department of Counselling Services, the ability of all staff to uphold principles of confidentiality and treat clients and colleagues with dignity and respect at all times is paramount.

Post holder must exhibit sensitivity to the needs and problems of a culturally diverse client base. Post holder must demonstrate the ability to work with clients who are mandated to treatment or who are otherwise involved with the legal system, using a client-centred approach. Additionally, the centre provides 24-hour care for clients. As this can be a challenging environment in which to work it requires staff to develop appropriate self-care measures to ensure their well-being.

ALL staff members are expected to be role models by interacting with clients in pro-social ways that promote co-operation, respect, responsibility and honesty within the residential programme. DCS staff 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.

Post holder must demonstrate a willingness to enhance and update professional skills in order to remain current with best practices in the field.

WORKING CONDITIONS

The post holder is required to work a 37.5 hour week and shift work is required to adequately meet the needs of the clients at the treatment centre. This will include evening, weekend and holiday hours which are typically shared by all staff at the residential centre.

The post holder is expected to comply with the Workplace rules of Caribbean Haven Residential Centre and the Ministry of Community Affairs Policies and Procedures.

AGREED BY:

Post-holder: _____

Date: _____

Head of Department: _____

Judith Seymour

Date: _____

Chief Officer: _____

Dorine Whittaker

Date: _____