



## JOB DESCRIPTION

Job title	Addictions Therapist		
Grade/Hours	37.5 Hours per week	Salary	£30,000
Department	Therapy	Location	London
Reporting to	Treatment Services Manager		
Responsible for	Recovery Support Volunteers		

### Purpose and objectives of the role

- To provide counselling, psychotherapy and support in relation to addictions and other identified issues both online and face to face
- To communicate Help Me Stop's vision and deliver its mission.
- To provide direct clinical services by way of group and one-to-one work
- To meet key service objectives in line with Help Me Stop's policies, procedures, and data collection systems.

### Main duties and responsibilities

- To contribute to assessments of clients within agreed timescales.
- To deliver a structured therapeutic programme through group-work sessions and one to one interventions.
- To contribute to regular reviews of clients with other relevant agencies and/or referrers
- To provide support, counselling, psychotherapy and education to individuals and their families about addictions and other agreed identified issues using integrative psychotherapy, a 12-step approach and other recognised theoretical models.
- To help individuals address their addictions and other agreed identified issues through an agreed action/care plan.
- To maintain records of the client attendance and participation in the group programme and to write clinical notes to organisational standards in a timely manner.
- To explore, implement and supervise a range of approaches, activities and exercises, which are designed to promote health and support an individual's recovery.
- To utilise recording and statistical systems to collect and collate data and to ensure that all administration, case recording, written reports etc. are maintained to the required standards and in recorded in a timely manner.
- To complete individual care plans
- To review care plans and produce discharge and aftercare plans.
- To utilise a flexible approach and where required participate in activities and tasks which directly respond to client needs.
- To ensure all online invites are sent out to all participants on the online programme in a timely manner and according to organisational standards.
- To ensure that all therapeutic activities and assignments are issued in a timely manner and are completed when due.
- To uphold all Help Me Stop's policies and procedures and actively promote equality of opportunity in the course of your work.

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- To maintain a safe and welcoming environment ensuring health and safety standards are adhered to.
- To test clients for the presence of drug and alcohol as required
- To take clients to 12 Step meetings on needs led basis



- Ensure regular consultation with clients takes place and promote their equality, diversity, and rights
- To contribute positively to relevant internal and external forums.
- To collaborate effectively with partner agencies and bring a proactive approach to partnership work.
- To support the other members of the team in the delivery and development of the therapeutic programme and ensure that the programme is adhered to.
- To ensure professional and ethical practice is adhered to.
- Provide support, guidance and direction to recovery support volunteers and demonstrate pro-social modelling to them in all the work you do.
- To undertake any other duties as instructed by the Help Me Stop's Managers and Directors that will contribute to fulfilling Help Me Stop's aims

#### Special Requirements

- Work flexibly within agreed hours to maintain the level of service provision.
- Participate in regular training, supervision, and appraisal to improve performance.
- Keep abreast of developments in services, legislation, and practice relevant to the client group.
- To work on developing the service provided and work towards building upon the existing, comprehensive treatment materials.
- Ensure confidentiality is always adhered to, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Complete a satisfactory Enhanced DBS Check

This post is subject to a DBS check at an enhanced level.

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.