



Comhairleoir Andúile Mí-Úsáide Substauntí
Substance Misuse Addiction Counsellor
HSE Dublin & South East / FSS Bhaile Átha Cliath agus an Oirdheiscirt
Supplementary Campaign
Job Specification & Terms and Conditions

Job title, grade code	Comhairleoir Andúile Mí-Úsáide Substauntí Substance Misuse Addiction Counsellor (Grade Code: 391T)
Remuneration	The salary scale for the post is: €48,123 - €49,638 - €51,170 - €52,737 - €54,357 - €56,289 - €57,994 - €60,244 - €62,559 - €64,750 - €66,945 - €69,603 LSI New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign reference	SE26SMAC
Closing date	Monday 9 th February 2026 at 13:00 <i>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made.</i>
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A start date will be indicated at job offer stage.
Location of post	HSE Dublin & South East Carlow/Kilkenny, South Tipperary, Waterford, Wexford FSS Bhaile Átha Cliath agus an Oirdheiscirt Cheatharlach, Chill Chainnigh Thiobraid Árann Theas, Phort Láirge, Loch Garman There is currently 1 permanent whole-time vacancy available in Waterford/Wexford in Substance Misuse Service, St Otteran's Hospital in Waterford. <i>Please note that there is an existing panel in place for Substance Misuse Addiction Counsellor. The existing panel will take precedence over the supplementary panel created through this campaign for any future posts that arise.</i> A panel may be formed as a result of this campaign for Substance Misuse Addiction Counsellor from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	We welcome enquiries about the role. Contact Colin Keating Email: colin.keating@hse.ie

	<p>Tel: 087 9446649</p>
Reasonable Accommodations	<p>Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Marius Calugar, Campaign Lead marius.calugar@hse.ie</p>
Details of service	<p><i>The Substance Misuse Services located within the South East provide free confidential, drug, alcohol and gambling treatment services across the region.</i></p> <p><i>The Services work with young people and adults who want help to deal with a drug or alcohol problem, and who want to build a healthier and happier life for themselves.</i></p> <p><i>Our recovery teams include GP's, Nurses, Counsellors, Drug Education Officers, Outreach Workers, Community Based Drugs Workers, Community Pharmacies and we work in partnership with other agencies and organisations.</i></p> <p><i>We also provide support to friends, families and carers.</i></p> <p>What we offer</p> <p><u>Wellbeing</u></p> <p>Provision of healthcare advice. Offering screening and vaccinations for blood borne viruses such as Hepatitis C, HIV and vaccinations for Hep A & Hep B as part of a harm reduction programme.</p> <p><u>Advice and Guidance</u></p> <p>We provide free and confidential advice and support to help individuals on their road to recovery.</p> <p><u>Talking Therapies</u></p> <p>Help to build and maintain motivation, develop an understanding of an individual's drug and alcohol use, and support them to make long term changes for a healthier and happier life.</p> <p><u>Support</u></p> <p>The Services provide therapeutic and educational one to one and group support for people at all stages of recovery.</p> <p><u>Medically Assisted Recovery</u></p> <p>The Services provide medical detoxification and alternative medication if individuals are physically dependant on drugs or alcohol, including Opiate Agonist Treatment.</p> <p><u>Needle Exchange</u></p> <p>The Services provide clean equipment and safe disposal, advice and information on safe injecting and harm reduction.</p>
Reporting relationship	<p>The post holder will report to the Coordinator of the Local Service on clinical and operational matters. They will have access to clinical supervision through an external supervisor. The post holder can also get clinical support from the Senior Counsellor.</p>
Key working relationships	<p>The jobholder will work with a diverse range of client groups from varied backgrounds, including individuals accessing substance use services, members of the Traveller community, people experiencing homelessness, and migrant populations, as part of their duties.</p>



Purpose of the post	To provide assessment, evaluation, counselling and psychological intervention as appropriate to individuals, couples and families who present with addiction related issues.
Principal duties and responsibilities	<p><u>Clinical Practice</u></p> <p>The Addiction Counsellor will:</p> <ul style="list-style-type: none">• Provide counselling interventions to individuals and groups who are affected by addiction related issues.• Establish appropriate therapeutic contracts with clients to facilitate the counselling process.• Maintain and manage a clinical caseload in proportion to other duties.• Conduct screening interviews, initial and comprehensive assessments with service users.• Create an individual/interagency care plan• Understand and prioritise service user needs, creating client centred care plans• Provide Brief intervention/extended brief interventions to individuals who are affected by addiction related issues• Understand and prioritise service user needs, taking account of the role that culture, sexuality, peer group, gender, family and mental health has on beliefs and behaviours.• Develop, deliver, and facilitate treatment strategies and Care Plans in conjunction with other agencies and under the guidance of the Senior Addiction Counsellor/Coordinator.• Conduct screening interviews, initial and comprehensive assessments with service users.• Support health promotion and disease prevention in accordance with HSE policy.• Participate in clinical multidisciplinary team and liaise with general practitioners, other primary health care staff, psychiatric services, statutory/voluntary and other agencies as appropriate.• Refer to appropriate treatment facilities for stabilisation, detoxification and rehabilitation subsequent to a comprehensive clinical evaluation and assessment.• Inform and facilitate clients in accessing other appropriate health care and support services, and referral to alternate specialist services as required.• Refer clients to self-help groups and community initiatives.• Operate notification procedures in relation to child protection.• Actively participate in regular external clinical supervision in accordance with the Addiction services supervision policy.• Actively participate in line management supervision.

	<ul style="list-style-type: none">• Engage in in-service and other relevant training and to keep up to date with new developments in the area of counselling.• Monitor and evaluate effectiveness and outcomes of treatment for individuals/groups.• Participate in the development of new initiatives.• Maintain and develop systems for service user evaluation.• Ensure the ethos of counselling is promoted, safeguarded and protected.• Engage in counselling relationships with service users that are regulated by continuous assessment and evaluation.• Operate professional and personal boundaries appropriate to the post.• Operate notification procedures in relation to child protection and welfare concerns.• Respond appropriately to a range of mental health issues.• Work effectively and confidently with challenging service users processes
	<p><u>Multi-Disciplinary Team Working</u></p> <ul style="list-style-type: none">• Participate as a member of Care Teams / Networks; including service provision, meetings, case conferences, business meetings, referral meetings and change management initiatives.• Work in accordance with the principles laid out in the National Drug Rehabilitation Framework.• Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, individual care plans and shared care arrangements.• Develop, deliver, and facilitate treatment strategies and Care Plans in conjunction with other agencies• Implementation of information sharing protocols, referral pathways, individual care plans and shared care arrangements• Participate in community needs assessment and on-going community involvement.• Develop and maintain close liaison with team members, and specialist services to ensure an integrated/holistic service for clients.• Liaise with relevant statutory and voluntary agencies
	<p><u>Administration and Accountability</u></p> <ul style="list-style-type: none">• Work as a member of an integrated multidisciplinary team.• Maintain contemporaneous records and submit statistics and activity data in a timely manner as requested by management in accordance with HSE requirements.• Maintain accountability within the Health service Executive Performance Management System.

	<ul style="list-style-type: none">• Apply due diligence to preparing clinical reports.• Prepare audits and reports as required by the management.• Observe professional ethical standards and behaviours as required by HSE Policies and Guidelines, Freedom of Information Act, Data Protection Act and requirements of relevant Professional Accrediting Bodies, ensuring confidentiality of records and security of same.• Take corporate responsibility as well as counselling ethical responsibility.• Co-operate with operation of new technology.• Report to the Senior Counsellor / Local Coordinator on matters affecting the administration of the service.• Work as a member of the counselling team and meet with the counselling team as arranged by the Senior Counsellor / Local Coordinator.• Provide statistics on workload as required.• Attend in service training and other relevant training opportunities to keep up to date with new developments in the area of counselling.• Comply with Health and Safety regulations and review procedures.• Comply with HSE Policies and review procedures related to risk management, audits, and clinical accountability.• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.• As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report
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Development and Evaluation of service

- Support models of best evidence based practice.
- Provide mentoring as required.
- Participate in the on-going monitoring, audit and evaluation of service.
- Participate in the development of new initiatives.
- Develop and conduct relevant research within the service and to contribute to the evaluation of such research in order to improve treatment and therapeutic standards in services Addiction service provision.
- Play an active role in the development of the service.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Eligibility criteria Qualifications and/or experience	<p>Candidates must have at the latest date of application: -</p> <p>1. <u>Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <ul style="list-style-type: none"> (i) A professional qualification in counselling or psychotherapy of at least level 7 on the National Qualifications Authority of Ireland's framework. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> (ii) Be accredited as a Counsellor with the Addiction Counsellors of Ireland (ACI) or accredited as a counsellor/psychotherapist with the Irish Association for Counselling & Psychotherapy (IACP) or a relevant body within the Irish Council for Psychotherapy (ICP). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> (iii) Hold an equivalent qualification from another jurisdiction, (of which there is sufficient theoretical content, clinical placements, skills training and personal development as part of the qualification). <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> (iv) Have a minimum of 2 years full time post accreditation clinical experience of managing a caseload under supervision in a relevant counselling setting working with adults and/or young people with addiction issues. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability, for the proper discharge of the office. <p>2. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>3. Character Each candidate for and any person holding the office must be of good character.</p>
Post specific requirements	<p>Demonstrate depth and breadth of counselling experience with adults/young people in a variety of settings as relevant to the role.</p> <p>Provide counselling in line with policies, procedures and regulations of the accrediting body above.</p> <p>Demonstrate depth and breadth of experience in dealing with Social Inclusion issues including Substance Misuse, Traveller Health, Homelessness and/or Migrant health, as relevant to the role.</p> <p>Be willing to undertake work with clients face to face, using phone or online platforms</p>
Other requirements specific to the post	Access to appropriate transport to fulfil the requirements of the role.

Additional eligibility requirements:	<p>Citizenship requirements Eligible candidates must be:</p> <p class="list-item-l1">(i) EEA, Swiss, or British citizens</p> <p style="text-align: center;">OR</p> <p class="list-item-l1">(ii) Non-European Economic Area citizens with permission to reside and work in the State</p> <p>Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.</p> <p>To qualify candidates must be eligible by the closing date of the campaign.</p>
Skills, competencies and/or knowledge -	<p>Candidates must:</p> <p>Professional Knowledge</p> <p>Demonstrate knowledge of National Drug Rehabilitation Framework and Protocols</p> <p>Demonstrate knowledge of The National Drugs and Alcohol Strategy: Reducing Harm, Supporting Recovery 2017-2025</p> <p>Demonstrate the ability to assess service users' suitability for counselling / therapy</p> <p>Demonstrate knowledge of Harm reduction supports in the Substance Misuse Service</p> <p>Demonstrate knowledge of adult development and the impact of deprivation, neglect and abuse.</p> <p>Demonstrate clinical knowledge of assessment and treatment of a range of addiction and dual diagnosis issues.</p> <p>Demonstrate knowledge of notification procedures around child protection and management of other ethical considerations relevant to post.</p> <p>Demonstrate knowledge of relevant legislation.</p> <p>Demonstrate an awareness of the Primary Care Strategy and key developments within the Primary Care service.</p> <p>Demonstrate knowledge of infection control policies.</p> <p>Planning and Managing Resources</p> <p>Demonstrate competence in providing short-term and long-term therapy to service users utilising therapeutic approaches such as person-centred, cognitive-behavioural, brief intervention, motivational interviewing therapies.</p> <p>Demonstrate an ability to utilise evidence based practice informing clinical decisions about service users.</p> <p>Demonstrate competence in responding appropriately to diverse service users who are vulnerable or at risk.</p> <p>Demonstrate an ability to work both as part of a multidisciplinary team and to work independently, under supervision.</p> <p>Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money.</p>

	<p>Demonstrate an ability to manage deadlines and effectively handle multiple tasks.</p> <p>Demonstrate a commitment to continuing professional development and effective use of supervision.</p> <p>Demonstrate an ability to manage service users' records effectively and to produce counselling reports as required.</p> <p>Evaluating Information, Decision Making and Problem Solving</p> <p>Demonstrate an ability to work both as part of a multi-agency team and to work in integrated ways where clients present with complex needs (e.g. dual diagnosis) that require a range of services.</p> <p>Demonstrate the ability to work effectively and confidently with challenging service users' processes.</p> <p>Demonstrate initiative and innovation, identifying areas of improvement, implementing and managing change.</p> <p>Demonstrate an appreciation of the importance of professional and personal support systems.</p> <p>Demonstrate the ability to maintain strong links with the service users and develop systems of service user evaluation</p> <p>Team Work</p> <p>The ability to work both independently and as part of a team</p> <p>The ability to build and maintain relationships in working as part of a multi-disciplinary and multi-stakeholder environment.</p> <p>The ability to build and maintain relationship with Care Teams / Networks; including interagency case management meetings and referral meetings.</p> <p>The ability to Liaise with relevant statutory and voluntary agencies when working with clients, staff and agencies.</p>
Campaign specific selection process Ranking/shortlisting / interview	<p>A ranking and/or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.</p> <p>Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
Diversity, equality and inclusion	<p>The HSE is an equal opportunities employer.</p> <p>Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different</p>

	<p>perspectives. Ultimately this will result in improved service user and employee experience.</p> <p>The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.</p> <p>The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.</p> <p>Read more about the HSE's commitment to Diversity, Equality and Inclusion</p>
Code of practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.</p> <p>Read the CPSA Code of Practice.</p>
	<p>The reform programme outlined for the health services may impact on this role, and as structures change the job specification may be reviewed.</p> <p>This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>



Comhairleoir Andúile Mí-Úsáide Substaíntí
Substance Misuse Addiction Counsellor
Terms and conditions of employment

Tenure	<p>The current vacancies available are permanent and whole time.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Working week	<p>The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours.</p> <p>Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.</p> <p>You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.</p>
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01 st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31 st December 2004
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* Public Servants not affected by this legislation: Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.

	<p>Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons.</p> <p>In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities.</p> <p>Visit HSE Children First for further information, guidance and resources.</p>
Infection control	<p>Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.</p>
Health & safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. Consulting and communicating with staff and safety representatives on OSH matters. Ensuring a training need assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. Ensuring that all incidents occurring within the relevant department/service are managed appropriately and investigated in accordance with HSE procedures². Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.