

Ministry of Social Development and Gender Affairs

Targeted Recruiting for Male Practitioner

JOB SPECIFICATION

Job Title:	Clinical Counsellor
Department:	National Counselling Centre
Location:	Wades Garden, Basseterre, St. Kitts
Salary Scale:	K33 - 38 \$4,945 - \$6,078 p/month

JOB SUMMARY

- ❖ Shall assume responsibility for maintaining a client roster, and shall maintain all the legal, ethical and professional responsibilities to the clients on their roster.
- ❖ Shall be actively engaged in the other services that augments the department's functioning including leading workshops and training sessions on relevant mental health related topics; presentations and appearances in social and news media to enhance the work of the department.
- ❖ Shall support all other work of the department related to its effective functioning.

EDUCATION AND EXPERIENCE:

- ❖ A master's degree in Clinical Psychology, Counseling, or any other related field is desirable.
- ❖ Some experience as a clinical counsellor is desirable.
- ❖ Must be able to talk, listen and speak clearly in person and on the telephone.
- ❖ Ability to work independently, take initiative in the best interest of the Department and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

SPECIFIC KNOWLEDGE REQUIRED:

- ❖ Excellent command of the English Language – written and spoken.
- ❖ Excellent computer proficiency (MS Office – Word, Excel, Publisher and Outlook; Google Docs Platform).

- ❖ Strong knowledge of addiction, treatment, and recovery.
- ❖ Provision of professional mental health evaluations and cultivate treatment plans for clients with mental health issues.
- ❖ Ability to safely and successfully perform the essential job functions including meeting qualitative and/or quantitative productivity standards.

SPECIALIZED TECHNIQUES/SKILLS:

- ❖ Ability to provide training and workshops on mental health related issues.
- ❖ Proven high level of professionalism, enthusiasm and display of positive behavior when performing duties.
- ❖ Must be able to work under pressure and meet deadlines, display soft skills, conflict resolution skills, maintain a positive attitude and provide exemplary customer service.
- ❖ Must be able to organize work and achieve outcomes and meet deadlines.
- ❖ Ability to work individually and as a team.

WORKING HOURS:

Monday to Friday	8:00 am to 4:00 pm
	1 Hour Lunch Break

It is essential that the incumbent has flexibility to work outside of normal working hours including: at evenings, on holidays, vacation and/or at weekends and emergency situations.

WORKING CONDITIONS:

- ❖ Normal working environment
- ❖ Will be required to sign and affirm the Oaths of Secrecy and Confidentiality
- ❖ Will be required to maintain regular, punctual attendance, consistent with regulations that govern civil servants
- ❖ Will be required to attend activities and programs on weekends and evening hours.
- ❖ Will be required to locally travel to meet with stakeholders to gather information related to projects and activities.
- ❖ May be required to work overtime to meet deadlines and successfully complete projects and activities of the Department.

JOB DESCRIPTION

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To: **Director**
National Counselling Centre

Nature of Supervision Received Directly: **Monthly**
❖ Clinical and Managerial supervision

Supervision Given to: **N/A**

Nature of Supervision Given Directly: **N/A**

LIAISES WITH:

Internally: Ministry departments

Externally: Various governmental departments
Non-governmental organizations
Civic partners
Individuals

DUTIES AND RESPONSIBILITIES:

- ❖ Evaluate clients' mental, behavioral and emotional health.
- ❖ Create and maintain all functions related to ethical clinical management of clients including treatment planning and note taking.
- ❖ Doing clinical assessments as necessary.
- ❖ Writing and submitting psychological reports as needed by partner agencies.
- ❖ Developing appropriate intervention and recovery plans for individuals, couples, families and groups.
- ❖ Provide any/all clinical services which fall under the responsibility of the Centre, including family and individual intervention, intervention for special populations (e.g., teen substance users); crisis management and CISM intervention.
- ❖ Conduct the necessary screening and assessment activities necessary in client intake.
- ❖ Facilitate training programmes, staff development programmes, and psycho-social support programmes as necessary.
- ❖ Facilitating individual and group therapy sessions.

- ❖ Monitoring progress throughout the treatment plan.
- ❖ Collaborating on intervention plans with other mental health specialists, doctors, nurses, and social workers.
- ❖ Identifying and preventing behaviors that impede recovery.
- ❖ Assisting family members and primary caregivers to manage mental behavioral challenges.
- ❖ Submit monthly reports to the Director.
- ❖ Take part in ongoing training opportunities, specifically in evidenced-based training, for enhancement of clinical skills.
- ❖ Attend meetings, workshops and provide feedback to inform planning and decision-making of the Ministry.
- ❖ Participate in the Ministry's Emergency Preparedness activities.

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- ❖ There is a demonstration of high level of professionalism, enthusiasm and display of positive behavior when performing duties.
- ❖ There is a demonstration of the ability to provide trainings and workshops on mental health related issues, in various forums and media environments.
- ❖ There is strong evidence of the ability to work effectively individually and as a team.
- ❖ There is a strong demonstration of the ability to maintain professional and ethical guidelines in all things related to proper client management.

This document is a true and accurate description of the position.

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Incumbents

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Date

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Head of the Department

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Date