



Candidate Campaign Information Pack Senior Addiction Counsellor- Dubin Mid Leinster (Temporary Post).

Dear Candidate,

Thank you for your interest in the post of – Senior Addiction Counsellor- Dubin Mid Leinster(temporary post).

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. [Candidate Information Pack - Recruitment Process](#)

For any informal enquiries regarding the position and job specification please contact:

Sanna Cramnell: sanna.cramnell@tusla.ie / 0872945723.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitDML@tusla.ie or **Tusla Recruit**

Campaign Manager: Aimee Power- 087 6034820 / aimee.power@tusla.ie

Kind Regards,

Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Senior Addiction Counsellor- Dublin Mid Leinster (temporary post) Grade Code: 3918
Campaign Reference Approval Code	TRDML20261312
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 6 th August 2026.
Closing Date for Applications	12 noon, Monday 24 th August 2026.
Proposed Interview date(s)	September 2026. - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Sanna Cramnell: sanna.cramnell@tusla.ie / 0872945723. <i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
Location of Post	The current vacancy is in ACTS Building Ballyowen Palmerstown Dublin 20. However, the initial assignment will be confirmed upon appointment. A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/
Details of Service	The Child and Family Agency was established on 1 st January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure. The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country.

	The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children's Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie
Purpose of Role	The Senior Addiction Counsellor is part of a regional multi-disciplinary team who holds a clinical caseload under the line management of a Clinical Team Manager. The team operates within a systemic mentalization-based framework (AMBIT) that focuses on direct work with clients but also work in supporting professional networks to response to client needs for support. All of the work undertaken has a systemic focus on creating and supporting the structures required for young people to cope when there are risks to their mental health and wellbeing. The post holder will provide a professional counselling, therapy, education and information service in the area of addiction and substance misuse to young people who have been referred to the ACTS service. The post holder will provide and manage substance misuse interventions to young people and their families alongside a multi-disciplinary team within Tusla Therapy.
Reporting Relationship	The post holder will report for clinical supervision to the Principal Psychologist in ACTS. They will report to the Clinical Team Manager for line management.
Duties and Responsibilities	Main Duties and Responsibilities <u>Counselling, Case Management and Treatment Services</u> • Lead the development of appropriate evidence-based assessments and interventions for young people where substance misuse is contributing to their overall difficulties. • Provide consultation for interventions being undertaken by other ACTS disciplines where the focus of the intervention is substance misuse. • Provide training and guidance to the MDT ACTS team regarding substance misuse problems. • Develop close links on behalf of the ACTS MDT with addiction services being run by the HSE and voluntary sector to ensure interagency collaboration and care-planning for young people transitioning in and out of care placements and transitioning into adulthood. • As part of a multi-disciplinary team, to participate in the assessment of young people and their families and concerned persons where relevant. • Participation in multidisciplinary intervention and treatment processes.

	• Working with family members and other key relationships for young people who may be at risk. • Lead the implementation and facilitation of appropriate treatment strategies, both individual and group. • This role is primarily a direct senior clinical role. There may be additional involvement in supervision activity, depending on service priorities and structures, as identified by line management. • Participate in the development of service for young people where there have been concerns about substance misuse, including the development of links with addiction service providers in other agencies. • To offer harm reduction information and education to young people, their families, social work teams, social care staff and other relevant stakeholders as appropriate. • Coordination of activity with social work departments, CAMHS, residential care staff, schools, general practitioners, primary health care staff, statutory/ voluntary groups and other appropriate personnel. This involves a focus of effective integration of cross-agency activity focused on client needs. • Referral to appropriate treatment facilities, detoxification facilities, rehabilitation etc. • Ensure anti-discriminatory practice and cultural competence at individual and service levels. • Ensure practice is in line with the Tusla Participation Strategy. <u>Education & Training</u> • Take a lead role in the development of continuous training in the assessment and treatment of substance misuse amongst multi-disciplinary colleagues. • Ensure that there is quality dissemination of information on addiction and substance misuse to young people, relatives, and other key stakeholders as required. • To lead the development of close collaborative working relationships with addiction services in the community. • To act as a resource person and catalyst to enable other staff in ACTS and Tusla Therapy to work effectively with addiction and substance misuse related issues. • Ensure that there is an effective system to monitor and evaluate intervention outcomes. • Attend mandatory Tusla training programmes. • Be informed of advances in professional knowledge and practice and ensure their
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	dissemination to the team. • Build and communicate an understanding of the role and contribution of addiction counselling within TUSLA services. • Support the development of intervention within Tusla that support families to address substance misuse problems as they are emerging. <u>Multi-disciplinary team working</u> • Work closely with other senior clinical staff in an MDT so as to provide integrated clinical service to at-risk young people. • Participate in service planning and change management initiatives in the ACTS service. • Contribute to the development and implementation of information sharing protocols, audit systems, referral pathways, and individual care plans. • Hold a clinical caseload within a multi-disciplinary team, which includes co-working of cases with colleagues from other professional disciplines. • Develop and maintain close liaison with team members, and specialist services to ensure an integrated service for clients. • To provide support, guidance, evaluation, and management of assessments and interventions aimed at reducing substance misuse difficulties. <u>Development and evaluation of service</u> • Ensure that the addiction/substance misuse service being offered within ACTS and the wider Tulsa Therapy is supported by evidence based best practice. • Work with the Clinical Team Manager to contribute data required for audits, service reports and statistics as required. • Participate in the implementation of systems for ongoing monitoring, audit and evaluation. <u>Professional Development and performance management</u> • This role is primarily a clinical post providing specialist service to Tusla clients who are at serious risk of harm. However, if there is a supervision requirement for supervision of staff grade addiction counsellors in line with service developments, this requirement may form a part of this role. • To provide guidance to other staff in ACTS engaging in addiction related interventions with young people and their families.
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	• To engage in regular supervision as agreed with the Principal Psychologist Manager. • To engage in one-to-one line management with Clinical Team Manager • To develop and provide in-service training as required. • To ensure, if acting in a supervisory capacity, cooperation of staff with aspects pertaining to the operation of new technology and new systems. • To ensure, if acting in a supervisory capacity, that staff receive suitable performance management in accordance with Tusla policies and procedures <u>Research & Service Delivery</u> • To develop and conduct relevant research within the service and the evaluation of such research in order to improve treatment and therapeutic standards. • To take a leadership role in initiatives to improve the quality of all aspects of the ACTS service and in particular substance misuse interventions. • To ensure, where acting in a supervisory capacity, the co-operation with staff policy and review procedures. <u>Health & Safety</u> • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. The above Job Description 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	Applicants must by the closing date of application have the following: i) Possess a relevant qualification in Counselling or Psychotherapy at a minimum of Level 7 on the QQI qualifications framework accredited by one of following professional bodies: Addiction Counsellors Ireland, Irish Association for Counselling and Psychotherapy, Irish Council for Psychotherapy

	Or ii) A qualification accredited by the Psychological Society of Ireland in Clinical Psychology or Counselling Psychology Or iii) Hold an equivalent qualification accredited by an equivalent body in another jurisdiction. And iv) Be a fully accredited member with one of the following professional bodies: The Addiction Counsellors of Ireland – ACI, The Irish Association for Counselling & Psychotherapy (IACP), or a relevant body within the Irish Council for Psychotherapy (ICP), or by the Psychological Society of Ireland (PSI) in the case of Clinical or Counselling Psychology qualifications only. A statement from the accrediting body confirming the date of first full accreditation, and the maintenance of continuous accreditation and registration since that date will be required. And v) Have a minimum of 3 years’ full time post accreditation clinical experience of managing a case load under supervision in a relevant counselling setting, working with young people, adult individuals, adult couples and families with addiction/substance misuse issues. Or vi) Have a minimum of 5 years’ full-time employment as a counsellor/psychotherapist within a relevant addiction counselling setting, managing a caseload under supervision, working with young people, adult individuals, adult couples and families with addiction/substance misuse issues. 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. Character Each candidate for and any person holding the office must be of good character.
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Skills, competencies and/or knowledge	<u>Tusla Leadership Competency Framework</u> The <u>Tusla Leadership Competency Framework</u> describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural descriptors, capture the transversal knowledge, skills, abilities and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is <u>Leading Others</u> Please access this <u>Leading Others</u> link to fully familiarise yourself with the impact of this Leading Others proficiency for Tusla. The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.
Other requirements of the role	• The post holder will require access to appropriate transport as the post may involve travel. • Have awareness of children and young people’s participatory practice
Application Process Campaign Specific Selection Process Shortlisting / Interview	The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been ‘dormant’ for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully. AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process. Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing 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. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. <u>Candidate Information Pack - Recruitment Process</u>

Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families. Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 areas to 30 networks. The initial assignment will be to Dublin Mid Leinster Region. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role. This job description 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. Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018. All roles within Tusla carry responsibility towards the protection of personal and sensitive data.	
Tenure	The current vacancy available is temporary and whole time. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is appointed the panel will cease. Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.
Remuneration	The Salary scale for the whole time equivalent of this post is: 01/06/2026: €61,194, €63,534, €65,875, €68,219, €70,562, €72,904, €75,241, €77,601

	LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable). The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5. Candidate Information Pack - Recruitment Process Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is currently a serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 30 days per annum.
Superannuation	This is a pensionable position with Tusla. 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.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)

Ethics in Public Office 1995 and 2001 Positions remunerated at or above the minimum point of the Grade VIII salary scale NOTE THIS SECTION REFERS TO POSTS AT €82,258 PLUS	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below. A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31st January in the following year. B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.gov.ie/
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