

## **Role Description**

### **Job Title: Therapy Intake Coordinator/Psychotherapist**

#### **Vacancies x 2: 1 Full-time & 1 Part-time**

- **Hours:** 8.30 - 4.30 or 9.30am - 5.30pm/one late start: 12.00am - 8pm
- **Full-time - Days:** Any combination of 5 days to include Saturday
- **Part-time - Days:** Any combination of 3 days to include Saturday

#### **Reporting to:** Therapy Services Manager

In accordance with DRCC Policies and Procedures, Therapy Intake Co-ordinator/Therapists of DRCC are required to work within the Therapy Team, reporting to the Therapy Service Manager. (TSM)

#### **The Role**

The Therapy Intake Coordinator facilitates the client intake process, overseeing progression of individuals from the waiting list to ongoing therapy, in line with DRCC's commitment to deliver an effective, efficient and client-centred therapy service.

The successful candidates will be responsible for processing the intake of all potential clients of DRCC, in consultation and collaboration with the Therapy Service Manager.

#### **Duties & Responsibilities**

- Conducting the initial intake assessments of persons on our waiting list
- Regular monitoring of the waiting list
- Completing assessment tools, forms and other relevant documentation
- Ensuring implementation of risk management strategies
- Providing support and crisis intervention when necessary
- Assist in conducting the intake screening interviews of persons interested in group therapy
- Co-ordinating the intake process of applicants for group therapy
- Checking in with assessed individuals on waiting list
- Liaising with Therapy Service Manager on appropriate allocation of potential clients to therapists
- Liaising and assisting therapists with the assessment and appointment process
- Liaising with Accompaniment department regarding referrals

- Ensuring input and accurate updating of data in CRM
- Assist in collection of data for reporting
- Provision of weekly statistics from CRM system to TSM
- Partake in weekly CRM consultations with IT staff and other internal departments
- Monitoring trends and metrics
- Provided face to face therapy a minimum one day per week
- Work with interpreters in relation to non-English speaking individuals as and when required
- Ensure file management is in line with GDPR, data protection and confidentiality policies and regulations
- Maintaining knowledge of other services and referral options as with DRCC policies & procedures
- Ensure strict compliance is maintained with regard to all policies and procedures of DRCC in relation to the intake process and the framework for therapy
- Ensuring all individuals are met with compassion, empowerment and respect in line with DRCC's values

## Essential

Successful candidates **must hold a minimum degree** qualification in Psychotherapy and ideally have a minimum 2 years' experience in psychotherapeutic work

- Be fully accredited with IAHIP, IACP, ICP
- Substantial therapeutic experience in the area of trauma, sexual violence and abuse
- Have experience working therapeutically with diverse presentations
- Substantial knowledge and experience of working with mental health disorders
- Experience of carrying out clinical assessments
- Excellent communication and interpersonal skills
- High competency and a good working knowledge of IT systems
- Ability to plan and multitask
- Have strong monitoring abilities and capacity for attention to detail
- Ability to work as part of a team
- Excellent communication and interpersonal skills
- Be empathetic and non-judgemental
- Adhere to the Values of DRCC

## NOTE:

*While this is a synopsis of the duties carried out by the TIC/Psychotherapists, the details contained in this job description reflect the content of the job at the date the job description was prepared. It should be remembered, however, over time,*

*the nature of individual jobs may change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.*

**Total Compensation & Benefits:**

Salary: €59,850.00 Full-time PA (Pro Rata Part-time)

Annual Leave: 25 Days PA (Pro Rata Part-time)

Plus 2 Privilege Days (Easter & Christmas)

Paid external individual and group supervision provided

Pension: 7% contribution to the DRCC Pension Scheme after 1 year's continuous service, employee contribution obligatory

Immediate access to the DRCC Employee Assistance Programme

Immediate to the Access to Bike to Work & Tax Saver Schemes

**Application details:**

Please email [recruitment@rcc.ie](mailto:recruitment@rcc.ie) with your completed application form along with your most up to date CV. Please insert 'TIC Full/Part Time' in the subject line of your email.

DRCC is an equal opportunities employer; we welcome applications from people of diverse backgrounds and abilities. We are committed to providing reasonable accommodations for applicants and employees with a disability. Should you have a reasonable accommodation request and you wish to discuss please contact Naomi Patton, DRCC HR Manager at 01 6614911 or [recruitment@rcc.ie](mailto:recruitment@rcc.ie)

All prospective employees are required to declare prior convictions and whether they have been the subject of any investigation or enquiry into abuse or other inappropriate behaviour. Gardaí Vetting is a requirement.

**Closing Date:** 11 October 2024 @ 5pm

**1st interview:** 22 October 2024

**2nd Interview:** 30 October 2024

*As of 1 October 2024*