



Glasgow Council on Alcohol
2nd Floor, 14 North Claremont Street
Glasgow G3 7LE
0141 353 1800

JOB DESCRIPTION

Job Title: **Drugs Counsellor**

Location: **Based within the GCA office in North Claremont Street, Glasgow**

Salary: **GCA Salary Grade 6 £26,002 - £28,891 per annum (pro rata)**

Job Type: **Part - time – 10.5 hours per week over Monday, Wednesday and Thursday evenings 5.30pm – 9pm – Fixed term 6 months**

We understand that many will have other commitments outside of work and so flexible working, part-time hours or job-sharing arrangements will be considered for the right candidate.

About Us:

Glasgow Council on Alcohol (GCA) was founded in 1965 and is the oldest established Council on Alcohol in Scotland. GCA is a voluntary organisation working to reduce the harm caused by alcohol misuse through the provision of a range of high-quality advice, information, counselling, support, prevention and education and training services.

Our mission is to provide evidence-based support to individuals, communities and government to improve health and wellbeing across Scotland.

The foundation of GCA is our supportive and inclusive culture for all who engage and work with us.

GCA deliver services over 6 days per week and throughout Glasgow, East Dunbartonshire and East Renfrewshire.

About the Role:

To provide counselling, advice and information service for individuals aged 18 and over with problematic cannabis or cocaine use and for friends and family affected by someone else's cannabis or cocaine use. The service will be provided from our North Claremont Street Office.

Key Responsibilities:

- Provide high quality substance use assessments and counselling to individuals.

- Ensure all paperwork is completed accurately and professionally.
- Work with the admin team to ensure the system is kept accurate and up to date.
- Carry out assessments with individuals and help them to identify and prioritise their goals.
- Provide a high-quality counselling, advice and information service in North Claremont Street Office.
- Carry out regular reviews of client progress to ensure the effectiveness of the counselling process.
- Signpost/refer individuals to other services as appropriate.
- Support volunteer counsellors with any queries they may have.
- Provide the admin team with accurate, complete client information to ensure the database is kept up to date.
- Adhere to the ethical frameworks of an appropriate governing body (e.g. COSCA).
- Attend regular practice supervision and line management and participate in appropriate meetings and training opportunities.
- Keep informed about developments in the counselling and addiction fields.
- Write Case Studies of counselling clients for reports and training.
- Contribute to the daily running of North Claremont Street by answering the telephone in a professional manner, taking referrals for services and messages for colleagues, covering scheduled appointments if required and seeing clients who drop-in to the service.
- Complete additional administrative duties when clients do not attend their appointments.
- Work as a team with colleagues from all departments of GCA to the benefit of clients.
- Understanding health and safety responsibilities.
- Undertake any other duties as required by the Service Manager – Counselling.

Qualifications and Experience :

- Diploma in Counselling
- Advanced Addiction Training
- Proven experience in working in the addictions field
- Experience of counselling adults with problematic alcohol and/or drugs use preferable

- Inter-agency working, working in community settings and report writing preferable

Skills and Competencies:

- Excellent written and verbal communication skills, with the ability to empathise with a broad range of individuals and experiences
- Ability to empower individuals to change with an enthusiasm for working in the addiction field
- Planning and co-ordinating skills
- Time management skills and good administrative and IT skills
- Ability to maintain resilience and capacity whilst working complex client issues
- Proven knowledge of issues faced by adults with problematic drug use and of harm reduction approach to drug issues
- Commitment to working in line with GCA's values of collaboration, respect and empathy Essential

Why Join Us?

- Your work will contribute to make a real difference to people's lives.
- Competitive salary and benefits package :
 - Very generous annual leave entitlement: full time employees start with an annual leave entitlement of 37 days (inclusive of 12 bank holidays) which increases with length of service.
 - Duvet days where employees may take time off at short notice.
 - Death in service policy.
 - Cycle to work scheme where employees can save money on a new bike and spread the cost.
 - And much more!
- Opportunities for continuous learning and career development.



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- A supportive and inclusive work environment where your contributions are valued.

Application Process:

Interested candidates are invited to apply by completing the online application form which can be found here :

<https://glasgowcouncilonalcohol.livevacancies.co.uk/#/job/details/6>

If you require our application form in another format, please contact HR@glasgowcouncilonalcohol.org

The following is the timescale for the process :

- Closing date for applications : Friday 30th May 2025
- Shortlisting : Tuesday 3rd June 2025
- Date of interviews : Tuesday 10th June 2025
- Start date : Tuesday 1st July 2025 or ASAP

Equal Opportunity Employer:

GCA is an Equal Opportunities Organisation. We are committed to treating all workers and job applicants fairly and equally, regardless of their sex, pregnancy and maternity, sexual orientation, religion or belief, marital / civil partnership status, age, race, disability or gender identity and expression or any other personal characteristic.

