

Dear Members

Please find some information below which may be of interest to you.

Please note: if interested, you should contact the advertisers of these posts directly and not the IACP. Thank you.

Yours sincerely

The IACP Team

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<https://www.facebook.com/IACP.CounsellingPsychotherapyIreland>

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### **Volunteering Opportunity on the IACP Executive Committee**

The IACP Executive Committee are currently seeking a new member to fill the role of IACP Company Secretary.

This opportunity is open to fully Accredited IACP members.

Closing date for applications is 5pm, 31 December 2014.

Please see the requirements for the role below

### **The Role of the Company Secretary**

#### **Upholding Legal Requirements**

The Company Secretary is responsible for helping to ensure that the organisation adheres to its relevant legislative requirements, including the following:

- Signing the Annual Return, certifying that it is correct and submitting it to the Companies Registration Office (CRO)
- Ensuring that the quorum is met for Board meetings
- Acting as the custodian on the organisation's governing documents
- Helping to ensure that the charity's activities fall in line with its objectives

#### **Administration and Disclosure**

The Company Secretary is responsible for ensuring that the organisation's records are filed correctly and kept up to date. This encompasses:

- Ensuring that the CRO has accurate and up to date details of the organisation. This would also include the names and addresses of the organisation's Directors

- Sending any updated information to the CRO. For example, this would include filing a B10 for the change of a Director, or amended Articles of Association & and Memorandum

The Company Secretary will also have a number of important administrative duties, including:

- Keeping the organisation's minutes of the Board
- Maintaining the Members Register
- Communicating upcoming meetings to Directors
- Timely circulation of relevant information in advance of meetings (e.g. financial statements etc.)

### **Essential and Desirable Requirements for Candidates for role of IACP Company Secretary**

#### **Essential Requirements:**

- Accredited member of IACP
- Ability to develop and manage strategies to ensure IACP compliance with Legal and Statutory requirements
- Ability to execute important documentation on behalf of the company and the Executive Committee
- Ability to help ensure that IACP activities fall in line with its objectives
- Ability to advise on effective decision-making, legal, regulatory matters and risk management
- Ability to provide comprehensive legal and administrative support and advice to the Executive Committee
- Ability to liaise with the IACP Executive Committee, IACP staff and IACP stakeholders.
- Discretion when handling confidential information
- Excellent written and verbal communication skills
- Excellent organisational and time-management skills

#### **Desirable Requirements:**

- Ability to lead on issues essential to business performance such as negotiations of contracts, finance, accounting, insurance and property
- Ability to lead on issues of event management

Interested candidates should email Liz Gannon a CV and a cover letter explaining how you meet the above criteria and why you would like take the position of IACP Company Secretary.

Liz Gannon: [liz@iacp.ie](mailto:liz@iacp.ie)

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**Supervisors Forum Organising Committee Seeking Volunteers**

The Supervisors Forum Organising Committee are looking for volunteers for their committee from the Roscommon & North West regions.

If you are interested in Volunteering for the Supervision Committee please download and fill in the "Volunteering with IACP" form on IACP Website at <http://www.irish-counselling.ie/voluntary-work-psychotherapy-counselling> and return to Liz Gannon at [liz@iacp.ie](mailto:liz@iacp.ie).

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### **Date Correction for Event in the Winter issue of Éisteach**

The IACP office would like it noted that the information for the Midlands Network Evening in the Winter issue of Éisteach 2014 is a clerical error.

Please note the correct details for the Network Evening Meeting;

**Venue:** Grand Hotel, Moate, Co. Westmeath  
**Date:** Monday 16<sup>th</sup> February 2015.  
**Time:** 7pm – 9pm  
**Places:** 25  
**CPD Hours:** 2

For further information please check the IACP website at [www.iacp.ie/events](http://www.iacp.ie/events).

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### **School Street Family Resource Centre, Dublin 8 – Sessional Counsellors**

School Street Family Resource Centre seek expressions of interest from accredited counsellors for contracted sessional work on Marriage, Relationship, and Bereavement Counselling funded by Tusla at our centre.

Please send a CV and brief letter of application to Dave Kearns [pm@familycentre.ie](mailto:pm@familycentre.ie) with the Subject line stating Counselling Application on the email.

**Closing date for applications Wednesday 10<sup>th</sup> December, 2014**

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### **Job Opportunity - YHS (Youth Health Service), Cork City**

The YHS (established in 2004) is a free, non- judgemental health service for young people aged 23 and under. YHS offers: STI (sexually transmitted infection) screening; Contraceptive Clinics; free Pregnancy testing; all options Crisis Pregnancy counselling; Post-abortion check-ups and support; Drug and Alcohol counselling, Sexual Health information and Youth work supports for young people and parents.

The YHS is the first of its kind in this country with friendly, non-judgemental staff within a welcoming and relaxed centre. The service aims to reduce unplanned pregnancy and STIs among young people and develop a holistic approach to their overall health and well-being.

### **Job Specifications**

<b>Title:</b>	<b>Youth Health Service Counsellor</b>
<b>Salary:</b>	€19,958.00 pro rata (€49,229 full time)
<b>Contract:</b>	There will be a probationary period of six months after which the post is initially for 12 months and may continue subject to the availability of funding and contract review
<b>Hours:</b>	15 hours per week (inclusive of staff meetings). Hours to be arranged with the YHS Co-ordinator to reflect the needs of the service
<b>Holidays:</b>	Holiday entitlement is 30 days pro rata annual leave
<b>Line Manager:</b>	YHS Centre Co-ordinator
<b>Employer:</b>	The Sexual Health Centre Limited

### **Requirements**

- Hold a professional qualification in counselling and be accredited by the IACP or equivalent.
- At least two years' experience in counselling is essential.

### **Core competencies and special attributes**

- Commitment to providing a youth orientated service and an understanding of the needs of young people.
- Excellent interpersonal and communication skills.
- A patient, empathic, supportive, reflective and accountable person.
- Knowledge and understanding of information relating to sexual health.
- Comfortable discussing sexual health matters.
- A commitment to sexual health promotion and support.
- A commitment to all options pregnancy counselling.
- Flexible, reflective, creative, adaptable and open to change.
- Ability to embrace a variety of perspectives and to allow personal perspectives to be challenged.
- Ability to work on one's own initiative and as part of a team.
- Commitment to accountable, effective and evaluated service provision.
- Commitment to continuous learning and development.

### **JOB DESCRIPTION**

#### **Youth Health Service Counsellor**

### **Overall Purpose of the Post**

To provide a professional, effective and reflective response to young people by providing professional, non-directive, non-judgemental and accountable counselling and support services which respond to the needs of clients and are within the ethos of the Youth Health Service.

### **Key Responsibilities**

#### **Counselling**

- To provide a professional non-directive, non-judgemental counselling service to support young people's positive mental health and well-being.
- To provide support in the areas of self-awareness; building resilience; coping skills and early interventions to develop and sustain healthy relationships.
- To provide support and work collaboratively with other service providers at YHS to facilitate a reduction in risk-taking behaviour.
- To participate in the provision of unplanned pregnancy counselling, post abortion counselling and a pregnancy testing service as required.
- To provide services within the code of ethics of the HSE, IACP (or equivalent) and which comply with legislation, the ethos of the YHS and best practices in the field.
- To liaise with medical practitioners, parents etc... in relation to clients, where appropriate. To provide referral procedures for clients and implement as required.
- To work as part of the team and within the structures of the YHS to ensure appropriate delivery of services. To participate in team, supervision, management and staff meetings as required. To report on service delivery issues to the YHS Co-ordinator.
- To maintain appropriate records in accordance with legislation and information requirements of the YHS and funders.
- To participate in the monitoring and evaluation of the service.
- To undertake appropriate professional supervision and training.
- To perform any other duties commensurate with the post.

Applicants should apply via **e-mail** by submitting a CV and letter of application to Toddy Hogan, YHS Co-ordinator, email: [toddy.yhs@gmail.com](mailto:toddy.yhs@gmail.com)

**Closing date for receipt of applications is Friday December 19th at 12 midday.**

**Interviews will be held mid-January.**

**Applications received after the deadline will not be considered.**

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### **The IACP is on Facebook**

IACP is on Facebook, please like our page by clicking the link below.

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