

Counselling Service Clinic Manager

Family Carers Ireland (FCI) is the national charity supporting family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of supports and services for family carers nationally from our local support centres.



Hybrid/Remote – 37 Hours per week – Full-Time

JOB SUMMARY

The Clinic Manager acts as the service manager for Family Carers Ireland's (FCI) National Counselling Service. This involves coordinating the delivery of the service to a high standard, maintaining a small clinical caseload, adhering to all relevant policies and procedures, managing a team of staff, volunteer and external panel counsellors, producing metrics and reports as required and evaluating the quality and effectiveness of the service.

ROLE CRITERIA

The successful candidate should possess the following criteria:

- Qualified Counsellor or Psychotherapist accredited a minimum of three years with the Irish Association of Counselling and Psychotherapy (IACP) and/or the Irish Association of Humanistic and Integrative Psychotherapy (IAHIP) or equivalent body.
- Masters qualification is desirable.
- Maintain professional registration.
- Experience supervising or co-ordinating a counselling service.
- Experience in programme development and project management.
- Experience managing the performance of teams remotely.
- Strong IT, project management and people management skills.
- Be capable of working independently, managing own workload and reporting on progress in an effective manner.
- Experience in leading national projects.
- Excellent time management and attention to detail is essential.
- Past or current experience in a caring role would prove beneficial.
- Effective communication skills.
- Fluency in the English language.
- Full drivers licence with access to own transport.

Terms & Conditions: Permanent, full-time role (37 hours per week across Monday – Friday.) The successful candidate will work Hybrid/Remote. The annual leave entitlement is 26 days per year. We recommend prospective candidates to contact us on the email address below for a copy of the full job description or details regarding the terms and conditions of the role if they wish.

Application Process: Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than **25th March 2025**.

