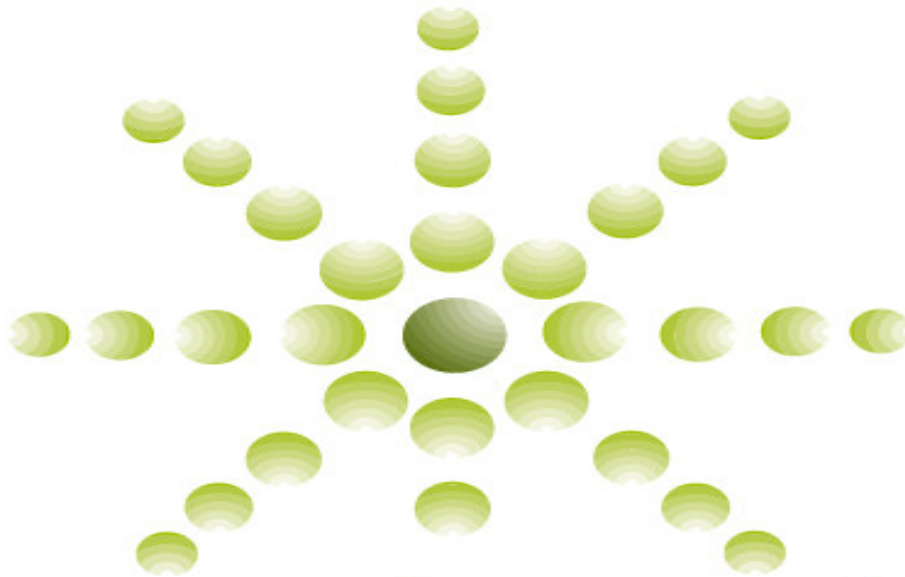


# VOLUNTEER COUNSELLOR INFORMATION PACK



# DAPL

DRUG & ALCOHOL PROJECT  
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## *INTRODUCTION*

The Drug and Alcohol Project (Levenmouth) is a voluntary organisation funded by Fife Council, Fife Health Board and the Scottish Executive. Our project is managed by a voluntary Management Committee. Community development is a concept which is at the core of DAPL's working ethos. Successful community development relies on "active citizenship". Community members are represented at every level in our organisation from our volunteers to our management committee. DAPL know that users of the service and their families face serious specific inequalities both health related and in the wider social context of their day to day lives. Discrimination is still evident within certain parts of our society against our client group and we feel that ensuring community members are consulted and fully involved in our organisations planning and delivery that we ensure our service provision best reflects the needs and wishes of our local community members.

DAPL are based in our Leven offices and also have premises in Kirkcaldy. We offer support and counselling to individuals/families that are affected by substance use (alcohol & drugs) across central and North East Fife. The staff, which are made up of both paid and voluntary workers, provides a specialist counselling service.

The service offers a specialist counselling service to adults in Levenmouth, Glenrothes and Kirkcaldy and a specialist counselling service to young people in Levenmouth and North East Fife to young people.

The purpose of counselling is to provide a setting where the client, can come and talk in a safe and confidential atmosphere. This offers an opportunity for the client to work towards living in a way that may be regarded as being more satisfying and resourceful.

We are currently looking to recruit and train volunteer counsellors to work within the communities of central and North East Fife.

The role of the volunteer counsellor includes these fundamental values;

- Respecting human rights and dignity;
- Ensuring the integrity of practitioner – client relationships;
- Enhancing the quality of professional knowledge and its application;
- Alleviating personal distress and suffering;

DAPL offers volunteers valuable practical experience and training within the fields of counselling and addiction. Our volunteers commit a minimum of three hours direct work with clients per week.

## ***MISSION STATEMENT***

DAPL aims to help alleviate the distress and suffering in our community caused by substance use/misuse, by providing a counselling, support and information service.

We believe strongly in trying to accommodate a broad range of work styles among volunteers. We require volunteers to support the mission statement of DAPL.

## ***AIMS & OBJECTIVES***

### ***AIM***

To provide a confidential community based counselling, support, information and advice service to individuals, their families and friends who are affected by substance use/misuse in central Fife.

### ***OBJECTIVES***

- By alleviating the distress and caused by drug and alcohol use/misuse in the central Fife areas.
- By promoting educational and support services to individuals and professionals within the broad field of drug or alcohol use/misuse.
- By co-operating with all relevant bodies, agencies and organisations in the advancement of the objectives.
- By recruiting, training, supporting and deploying volunteer workers in the pursuit of the above objectives.

These objectives will be achieved by the following:

- One to One Counselling
- Information and Advice
- Support and Consultation
- Counselling Partners and Families
- Family Support
- Telephone Counselling
- Education and Prevention
- Consultation with other Professionals
- Training
- Networking with other Agencies

## ***RECRUITMENT & TRAINING***

### ***RECRUITMENT PROCESS***

Volunteers are selected by a system of screening which includes:

- **The application form**

Please give DAPL as much information that you feel important about yourself, to each question

- **Interview/Selection Day**

If you receive an invitation to this stage, well done. You will be sent an Information letter to attend which details time, day and venue.

- **Enhanced Disclosure Scotland Check**

Under Part 5 of the Police Act 1997. The aim of Disclosure Scotland service is to enhance public safety and to help employers and other organisations in Scotland make safer recruitment decisions. The bureau will provide criminal history information on anyone seeking employment or voluntary posts which involve positions of trust such as working with children or vulnerable adults. An Enhanced Disclosure is necessary to all positions at DAPL. This disclosure check is also available in respect of those seeking certain positions exempted under the Rehabilitation of Offenders Act, but it is reserved for those who would be employed or in any position involving regularly caring for, training, supervising or being in sole charge of those aged under 18 or vulnerable adults. This type of disclosure contains details of both spent and unspent convictions. In addition it shows any information from local police records considered by the Chief Constable to be relevant to the position being sought and which can be disclosed without harming the interests of prevention of crime.

All successful candidates will have an enhanced disclosure check processed by DAPL. We require your signed permission on the application form to do this. Do not send your own disclosure check. As an organisation we process this for each individual applicant.

- **Referees**

It is entirely your choice who you would like to give a reference on your behalf. If the application is successful DAPL will contact these two referees that you have named. Please remember to ask permission of the referees and prepare them by; informing them of the possibility of DAPL seeking a reference from them.

## ***TRAINING***

Training sessions for volunteers are run in a programme. The DAPL facilitator will discuss and negotiate the training schedule at the first meeting. Consideration is given to other commitments volunteers may have i.e. holidays.

Volunteers are encouraged to attend all of the training dates. Our aim is to equip all volunteer counsellors with the necessary skills, knowledge and understanding for the task of confidently working face to face with our client group. We appreciate a high commitment and standard, priding ourselves in a positive, creative learning environment. This may sound a lot – but the experience is enjoyable as well as challenging.

Volunteers are paid travelling expenses for attending training, also, when actively volunteering for DAPL. You are entitled to claim travel expenses and will be encouraged to do so.

## ***PLACEMENT STUDENTS***

DAPL has a good working alliance with many colleges and universities. Some students on H.N.C. and Diploma counselling courses approach DAPL for placements. The process after applying may be slightly different. Some aspects of the training programme will not be as relevant and entry level will depend on the individual's qualifications and training. Every prospective volunteer is screened and assessed for their suitability for working with this client group.

## ***SUPERVISION***

“The primary purpose of supervision is to ensure that the counsellor is addressing the needs of the client”. B.A.C. (1988)

Supervision is a working alliance between a supervisor and worker in which the worker can reflect on self and working relationship by giving an account of their work and receiving feedback and where appropriate, guidance and appraisal. The object of this alliance is to maximise the competence of the worker providing a helping service. There may also be opportunities to experience group supervision.

Everyone at DAPL attends supervision on a four weekly basis, each session lasting one hour. This is arranged between you and your supervisor

Group supervision is also offered on a four weekly basis.

## *WHAT VOLUNTEERS SAY*

These quotes are taken from Investors In People Scotland assessment feedback report. DAPL was successful in gaining this award and recognition of our investment in people. This is one of DAPL's great achievements. Our entire team of staff, volunteers and management committee made this happen.

"I am from the local area. I can see for myself the difference we make. It is very rewarding".

"The personal growth we obtain from volunteering is unbelievable. It is a life changing experience. We address issues from our own past, which would just not surface if it was not that we worked here. Also the skills and self-confidence generated are very high".

"I had not worked for 8 years before I came here. I had very low confidence and self esteem. The time spent on learning counselling skills, the support I was given and the work itself has transformed my life".

"I cannot tell you clearly enough the enormous sense of pride I have being part of DAPL I am a volunteer; therefore I do not do what I do for money. It is for the feeling of self worth that you get from being part of a great organisation like DAPL and the real good we are doing for our community".

"I love my job".

"The training and support I get, as a volunteer is no different to full time members of staff. It is not a two-tier service. What I mean by this is, to our clients it makes no difference to them if the counsellor is full time or a volunteer. The development we receive reflects this".

"The training is intensive but rewarding".

"Some of us started DAPL as volunteers and ended up getting paid positions, I've seen others that started the same time as me go into similar fields of paid employment. I've watched a lot of volunteers including myself grow, branch out and develop because DAPL started the ball rolling.