

Sleep Scotland

Job Description

Job Title:	Sleep Counsellor (Teenage Sleep Clinic)
Reporting to:	Director of Sleep Scotland
Hours:	4 hours per week
Main Purpose of Job:	To provide a Sleep Counselling Service to 12 to 18 years olds with additional support needs and their families through the establishment of a Sleep Clinic and giving presentations and workshops.

Main Duties Sleep Counsellor will undertake:

1. To set up a Sleep Clinic with Sleep Scotland together with another trained Sleep Counsellor.
2. To give fortnightly sessions (AM/PM/Eve) to teenagers and their families, devising and taking them through a tailor made sleep programme to fit their needs. The sessions will cover the following:

First Contact/Interview

- To identify the problem(s) causing concern.
- To take a sleep history.
- To gather information about the teenagers and/or parental worries and concerns.
- To assess the teenagers and/or parents' motivation and ability to carry out a sleep programme.
- To give parents a sleep diary and show them how to fill it in.
- To obtain informed consent.

Second Contact/Interview

- To carry out a home visit.
- To assess sleeping arrangements/house layout for programme.

Third Contact/Interview

- To explore desired outcomes and set goals.
- To plan a treatment strategy in negotiation with the family.
- To teach management techniques.

Further Contacts (to be agreed with parents)

- To provide telephone contact the day(s) after the introduction of the sleep management programme.
- To provide telephone support thereafter.
- To ensure the family implement the management techniques through at least fortnightly clinic contacts initially.

3. To carry out evaluation measures for each family.
4. To maintain Sleep Scotland's records confidentially and separate from other work records.
5. To return all paperwork upon case closure to the Sleep Scotland office.
6. To plan, develop and give presentations and workshops to young people, carers and professionals.

This job description is a general statement of the duties and responsibilities that the post holder is expected to undertake. It may change from time to time to reflect the changing nature of the post.

Person Specification

Qualifications and Experience

Education/Qualifications

Essential

- Degree or equivalent professional qualification

Skills and Abilities

Essential

- Experience of working with young people with additional support needs
- High level of professional skills and knowledge
- Ability to communicate verbally and in writing for a variety of audiences, including teenagers
- Good presentation skills
- Flexible approach to meeting individual and organisational needs
- Evidence of experience in multidisciplinary working
- Effective time management
- Effective administrator

Desirable

- IT skills
- Statistical skills
- Driving licence