

Counsellor Job Description



Job Title: Counsellor

Responsible To: Lead Counsellor

Accountable To: Chief Executive Officer

Salary: £22,950 pro rata for 21 hours per week

Contract: 1 year (there is potential to make this position permanent subject to additional funding)

Special Conditions

Some out of hours work may be required according to the needs of the service users.

Nature of the Post

Provision of a culturally responsive outcomes focused counselling service predominantly but not exclusively for people of Black African, Caribbean Dual heritage experiencing mental ill health or poor mental wellbeing. The provision of counselling sessions will be virtual or in person at the Kuumba centre where required in line with social distancing guidance.

Main Duties and Responsibilities

1. To manage a caseload assessing the suitability of service users and individuals for counselling, as appropriate. To provide short term counselling to people referred to the service and to evaluate therapeutic interventions offered.
2. To primarily offer individuals counselling, but to be flexible to incorporate group work as appropriate.
3. To work within a culturally competent framework, respecting the individuals cultural, spiritual and social needs.
4. To maintain and adhere to the codes of ethics laid down by the British Association of Counsellors and Psychotherapists (BACP).
5. To liaise with a range of Health Professionals including, GP's and other relevant agencies regarding prospective referrals.

6. To contribute to the reviews and case conferences of individual service users as appropriate.
7. To liaise with other professionals regarding the care of service users as appropriate.
8. To actively participate in a team approach that promotes equality, empowerment, and self-determination.
9. To support a trainee through a process of mentoring and line management.
10. To hold responsibility and accountability for their own actions, ensuring appropriate support and supervision is sought when required.
11. To undertake regular clinical supervision in line with BACP requirements and internal appraisal process.
12. To maintain up-to-date clear client records and case notes in line with the policies of the BACP.
13. Continuing personal development to be acquired through undertaking specialist training, specialist short courses, participation in line-management supervision, personal therapy and clinical supervision.
14. To complete weekly client data capture using the customer relationship manager tool used by SACMHF which is known as, Case Manager. Data capture includes regular completion of assessments, surveys etc including PHQ -9 and GAD -7, user satisfaction and clinical outcomes with each service user.
15. To liaise with SACMHF colleagues where and when required to achieve organisational objectives and in negotiation with line manager.
16. To provide reports as necessary on the service and service developments for the website annual reports etc.
17. Any other duties that fall within the parameters of the role.

General Responsibilities

1. To report any health and safety concerns/hazards to the Chief Officer. Completion of the accident report book for accidents and near misses. Ensure the safety and welfare of service users and staff by complying with Health and Safety regulations and adopting safe working practices
2. To take part in handover meetings, team & management review meetings, strategic development days, internal and external quality audits and other meetings as required.
3. To participate in regular training and career development opportunities relevant to the post to hone existing skills and broaden knowledge and awareness.

4. To adhere to the SACMHF's BS EN ISO 9001: 2015 Quality Management System and aligned Policies and Procedures.
5. To participate fully in regular supervision and support sessions and annual appraisal meetings.

Confidentiality & Data Protection

It is a condition of employment that staff will not disclose any information obtained in the course of their duties, other than to those entitled to receive it. Personal data retained must be with the express consent of the data subject.

Equal Opportunities

SACMHF currently adheres to an Equality and Diversity Policy. Staff are required to ensure that all policies and practices are in accordance with legislation and best practice.

Health & Safety at Work

Staff must ensure that they are familiar with and follow the requirements of legislation, policies and codes of practice applicable to the workplace.

Job Description

This job description is not definitive and is a broad guide to your work. Changes in user demands may require changes to be made. This job description is subject to review during the annual appraisal during discussion with the post-holder. This job description does not form part of your contract of employment.

Hours of Work

Working times for full-time staff is 9.30 a.m. 5.00 p.m. Monday-Friday. You will be informed of the specific days you will work by your line-manager on appointment, (particularly if you are part time). There is a daily 30-minute lunch break. If your lunch break is taken externally from the centre, it must be at a time convenient to the centre and the post-holder. The post-holder will be expected to work flexibly around the above stated times according to the demands of the centre's activities.

Annual Leave Entitlement

You are entitled to 118 hours annual leave within a full leave year. Part time staff will be worked out on a pro rata basis. You will be entitled to 8 approx. public bank holidays or pro rata.

Person Specification Counsellor

No	Criteria: AF = application form I = interview and P = presentation	Essential	Desirable	Identified via AF & I
Knowledge & Experience				
1.	Minimum of 2 years post qualification experience	✓		AF & I
2.	Demonstrable experience of working with adults with complex mental health and psychosocial issues.	✓		AF & I
3.	Knowledge of issues that may characterise the experiences of Black, African, Caribbean, Black dual heritage and BME adults recovering from mental ill health with an offending background		✓	AF & I
4.	Line management responsibility for paid and or unpaid staff	✓		AF & I
5.	Experience of providing outcome focused interventions that support resilience and/or recovery, group work or CBT		✓	AF & I
Skills and Ability				
5.	Able to work on one's own initiative and as a member of a team	✓		AF & I
6.	Ability to organise one's own workload effectively, with the ability to prioritise and work to deadlines.	✓		AF & I
7.	Effective communication with a variety of professional/ local people.	✓		AF & I
8.	Good written and numeracy skills.	✓		AF & I
9.	IT literate in the use of Microsoft Office software products e.g. 'Word'.	✓		AF & I
Education/Qualifications				
10.	Counselling Diploma or equivalent counselling qualification and 150 hours of counselling practice	✓		AF
	Hold BACP Accreditation (or equivalent)	✓		AF
Disposition				
11.	A commitment to service user involvement and participation	✓		AF & I
12.	Self-Awareness	✓		AF & I
Other				
13.	Able to work flexible hours when required	✓		AF & I