

JOB DESCRIPTION

Job Title: COUNSELLOR

Project and Location: Quayside, 8 – 12 West Street, Newtownards.

Main purpose of Job: To provide therapeutic assessment and intervention to young people using the service, working with individuals, couples and families.

Relationships:
Responsible to: Service Manager
Reports to: Psychotherapist

Main Task of Job:

- To provide skilled assessment of the client's needs.
- To formulate and implement plans for interventions based on the assessed needs of the clients and evidence based practice.
- To ensure clients are fully involved and understand the assessment, intervention and discharge process.
- To work in partnership with clients to achieve agreed goals and exit from the service.
- To ensure that client confidentiality is established and maintained in line with professional and service guidelines.
- To undertake risk assessment and risk management when required for individual clients.
- To work within the team to time manage referrals and waiting lists.
- To develop and maintain accurate and professional clinical records including note writing and report writing, while working within service guidelines.
- To maintain accurate records of client attendance and outcomes.
- To provide information requested by funders, for example, case studies.
- To participate fully in any evaluation of the service either internal or external.
- To communicate and share clinical information with other members of the team.
- To communicate appropriately with other professionals in relation to clients.
- To work conjointly with key workers, social workers and young people as required.
- To work within relevant professional guidelines within the practice of counselling (BAC).
- To work alongside and support where relevant and appropriate the work and role of volunteers in BCM.

Training and Supervision:

- To receive regular clinical and managerial supervision in line with professional and service guidelines.
- To assist in the design and/or delivery of workshops dealing with mental health issues to young people and professionals.

Keeping up-to-date:

- To keep up-to-date with current developments in the field.

Continuing professional development:

- To continually update professional development, training, knowledge and skills.

Annual re-registration:

- To maintain registration with BAC.

Information Technology:

- To use word processing facilities to record clinical information, as well as e-mail and internet to enhance communication and carry out basic literature searches.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

GENERAL TERMS AND CONDITIONS

<u>Duration:</u>	Fixed term (minimum of 1 year)
<u>Hours:</u>	14 hours per week
<u>Salary:</u>	£27,701 pro-rata. This equates to BCM Scale Point 35 pro-rata
<u>Holidays:</u>	Based on 21days per year pro-rata
<u>Probation Period:</u>	Six months
<u>Pension:</u>	Entitled to join after three months service. Staff are required to make a minimum contribution of three percent of basic salary to their personal pension within the Group Scheme.
<u>Mileage:</u>	40p per mile if using own vehicle
<u>Period of Notice:</u>	Less than six months service = 1 week Six months service or more = 1 month
<u>Sick Scheme:</u>	<u>BCM Sick Scheme 1</u>
During first six months of Service:	SSP only
During second six months of Service:	4 weeks full pay and 8 weeks half pay
During second year of Service:	8 weeks full pay and 8 weeks half pay
During third year of Service:	16 weeks full pay and 16 weeks half pay
During fourth and fifth year of Service:	20 weeks full pay and 20 weeks half pay
After five years Service:	24 weeks full pay and 24 weeks half pay

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

Job Description approved by: Lois Payam

Date: 8.02.10

PERSON SPECIFICATION

Job Title: Counsellor

	Essential	Desirable
Qualifications/Attainments	<ul style="list-style-type: none">• COSW, Diploma in Social Work or equivalent.• Diploma in Counselling	
Relevant Experience	<ul style="list-style-type: none">• At least three years experience of working with looked after children in either the statutory, voluntary or private sectors.• Post qualifying experience of counselling individuals, couples and families.• Proven ability to carry out assessments.	<ul style="list-style-type: none">• Experience of counselling young people and specifically care experienced young people.
Special Attributes	<ul style="list-style-type: none">• Knowledge of the research base for counselling adolescents and young adults.• Knowledge of the complex needs of care experienced young people.• Knowledge of evidence based practice and indicators or positive outcomes.• Effective verbal and written communication skills.• Ability to use clinical supervision effectively.• Ability to prioritise and manage client referrals.• Ability to communicate with other specialist teams.• Ability to promote the project to other relevant agencies.• Ability to maintain accurate and timely records.• Ability to work as a member of a team.	<ul style="list-style-type: none">• Ability to supervise trainee therapists.
General Intelligence	<ul style="list-style-type: none">• Good level of written and spoken English.	
Circumstances	<ul style="list-style-type: none">• Good attendance at work.	<ul style="list-style-type: none">• Driving licence with use of car for work purposes.