

North Staffs Mind Job Description

Job title:	Counselling Plus Practitioner – Hanley office
Reports to:	Senior Counsellor
Hours of work:	30 hours per week
Salary:	Scale 5 Point 25 £23,298 gross per annum (£18,890 for 30 hours)

Job Summary:

The post holder will work within the Younger Mind Hanley Service providing a combination of therapeutic interventions to support the needs of the more complex clients. The post holder will work in the service for 15 hours per week, to include a minimum of one late evening per week, up to 8pm. Be expected to work in locations identified as suitable to provide the service, on an outreach basis as required.

The post holder will work with people with different cultural backgrounds and ages (5 - 18), using interpreters when necessary and should be committed to equal opportunities.

Main Duties & Responsibilities

- Formulate, implement and evaluate therapy programmes drawing on a range of theoretical and therapeutic models across a range of complex problems with which clients present.
- Use highly developed communication skills in working with young people to understand their personal and often very sensitive difficulties and develop a range of treatment interventions.
- Exercise autonomous professional responsibility for the assessment and therapy of clients in line with the service.
- Educate and involve family members and others in therapy as necessary, with sensitivity in easily understood language.
- Adhere to an agreed activity contract relating to the number of client contacts offered, and sessions carried out per week in order to minimise waiting times and ensure therapy remains accessible and convenient.
- Complete all requirements relating to data collection within the service.
- Keep coherent records of all therapeutic activity in line with service protocols.
- Liaise with other professionals from a range of agencies in the care provided to clients.
- Attend any meetings relevant to the Younger Mind post.
- Willing to be involved in delivering workshops/training/information/promotion events.

Training & Supervision

- Receive own supervision of client work.
- Access a PPD group for support when necessary.
- Be able to offer line management and supervision to Volunteer Counsellors who work within the service. (Desirable and dependant on experience and qualifications.)
- Be committed to ongoing personal and professional development.
- Undertake relevant training, in particular Child Protection.
- Support other team members in provision of a quality service.

Professional Discipline

- Abide by North Staffs Mind policies and procedures, particularly in relation to safeguarding and Child Protection.
- Ensure the maintenance of standards of practice according to North Staffs Mind and any regulating, professional and accrediting bodies (e.g. UKCP, BACP) and keep up to date on new recommendations/guidelines.
- Ensure that client confidentiality is maintained.
- Ensure clear professional objectives are identified, discussed and reviewed with line manager on a regular basis as part of continuing professional development (CPD).
- Attend supervision on a monthly basis in line with North Staff Mind's policy.
- Participate in individual performance review and respond to agreed objectives.
- Attend relevant conferences/workshops in line with identified professional objectives.
- Participate in service improvement by highlighting issues and implementing changes in practice

General

- Contribute to the development of best practice within the service.
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the general public.
- All employees have a responsibility and a legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with North Staffs Mind's Data Protection and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their position for personal gain, to seek advantage or further private business or other interests in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development and transformation.

Terms and conditions

- You are required to provide a car for use at work, and to insure it appropriately, at your own expense.
- You will receive mileage allowances, in line with Inland Revenue regulations.
- You will be reimbursed for out-of-pocket expenses that are authorised in accordance with North Staffs Mind's procedures.
- You will receive 5 weeks paid holiday per year.
- North Staffs Mind offers a workplace pension scheme of 5%.

May 2017

Person Specification

Skills & Qualifications	Essential / Desirable	Demonstrated by / at
<u>Qualifications</u>		
Diploma in Counselling Qualification	Essential	Application
BACP Accredited or equivalent	Desirable	Application
A minimum of 400 hours post qualification	Essential	Application & Interview
<u>Skills & Competencies</u>		
Good organisational and administrative skills	Essential	Application
Excellent Interpersonal Skills	Essential	Application & Interview
Computer Literate	Essential	Application
Well-developed skills in the ability to communicate effectively sensitive information to clients, their families, carers and other professionals – both orally and in writing.	Essential	Application & Interview
Able to develop good therapeutic relationships with clients	Essential	Interview
Able to show initiative to manage own workload	Essential	Application & Interview
Problem solving abilities and a creative approach to work	Desirable	Interview
<u>Knowledge</u>		
Demonstrate an understanding of the mental health issues in young people	Essential	Application & Interview
Demonstrate an understanding of the need to use evidence based, measured outcomes and how it relates to this post	Desirable	Interview
Knowledge of child protection issues and other relevant legislation	Essential	Interview
<u>Experience</u>		
Ability to meet agreed/specified service targets	Essential	Interview
Ability to write clear reports and other documentation as required in relation to the post	Essential	Application
Experience with routine outcome monitoring	Desirable	Application
Experience and knowledge of working with a multitude of complex issues and clients	Essential	Application & Interview
Experience of working with a wide range of ages (5 – 18)	Essential	Interview
Experience of delivering groups / training	Desirable	Application

<p><u>Personal Qualities</u></p> <p>A genuine interest and liking for young people</p> <p>Flexible attitude to work</p> <p>High level of enthusiasm and motivation</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to work under pressure</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self-reflective whilst working with clients in own personal and professional development and in supervision</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application & Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><u>Other Requirements</u></p> <p>Car driver and / or ability and willingness to travel to locations throughout the organisation</p>	<p>Essential</p>	<p>Application</p>