Burton and District Mind

Staffordshire Wellbeing Service Non-IAPT counsellors

(phase 2)

2 x 3 days Counselling roles based on contracts of 22.5 hours a week.

£22,230, plus 4% pension contribution, 16 days’ holiday, bank holidays included – working days Mon/Wed/Thurs.

Permanent contract for 3 years with a further extension to be advised

As part of the Staffordshire Wellbeing Service, Burton and District Mind are sub-contracted by Midlands Partnership Foundation Trust to provide counselling provision to East Staffordshire, Lichfield, Burntwood and Tamworth areas.

An exciting opportunity has arisen where we are seeking 2 highly motivated and experienced counsellors. The post holders will be employed by Burton and District Mind as part of the Staffordshire and Stoke on Trent Wellbeing Service teams. The post holders will work alongside the Improving Access to Psychological Therapies (IAPT) Service, and will provide a quality counselling service for clients who do not meet the criteria for IAPT services.

Our high performing team provides a range of effective evidence based treatments for people with common mental health problems in primary care, focusing on anxiety disorders and depression. Clinical counselling supervision will be provided for these counselling roles in line with the BACP code of ethics.

The post holder will work with people who have a range of emotional and mental health problems that can benefit from counselling in primary care. The post requires some flexible working which will include occasional out of hours to cover client requirements, as well as working in the community, across the geographical areas Burton, Uttoxeter, Lichfield, Tamworth and Burntwood (currently remote working in practice).

The post holders will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities. The successful post holders will ideally have experience of working in an IAPT service and have an understanding of IAPT data although full training will be provided.

**Closing date for applications: Friday 2nd October 2020, 12 o’clock noon.**

**Interviews held: Wednesday 7th October 2020.**

Non-IAPT Person Specification

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|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | **Post Graduate Diploma in Counselling or Equivalent (Person centered/Humanistic/Integrative)** | **BACP accreditation**  **Any other qualifications related to Counselling** | **Application form / interview / assessment** |
| **Experience** | **Experience of minimum 2 years Post Qualification of providing counselling to clients with a range of Mental Health problems** | **Experience of providing counselling within voluntary sector or statutory services**  **Experience of supervision within BACP framework** | **Application form / interview / assessment** |
| **Knowledge and skills** | **Skills**  Excellent competencies in the provision of Humanistic/person-centered/integrative counselling    Good self-management skills/ability to work independently.  Planning and organisation of records and data in line with data protection legislation  Good oral and written communication skills  IT skills including Word Processing; excel  Ability to assess needs of client and signpost to other services as appropriate  Ability to maintain statistics and client records for monitoring and evaluation  **Knowledge**  Knowledge of BACP Code of Ethics  Knowledge of IAPT programme, NICE Guidelines for common mental health problems, Stepped-care model  Ability to share expertise within parameters of confidentiality | **Ability to present cases, both in supervision and to colleagues within a team, to make decisions on suitability and treatment, according to NICE guidelines and evidence-based protocols.** | **Application form / interview / assessment** |

Staffordshire and Stoke on Trent Wellbeing Service

**Burton and District Mind - Non – IAPT Job Description and Person Specification**

**Job title:** Adult Counsellor

**Reports to:** Adult Counselling Service Manager (Operational)

Clinical Supervision

Clinical Lead (Clinical)

**Salary:**

**Organisational Chart** *(Responsible to/Accountable to/Responsible for)*

Clinical Management Operational Management

Clinical Lead Adult Counselling Service **Manager (Mind)**

Clinical Supervisor

Counsellor

**Job Summary:**

The post holder will work as part of the Staffordshire and Stoke on Trent Wellbeing Service teams, alongside the Improving Access to Psychological Therapies (IAPT) Service, and will provide a quality counselling service for clients who do not meet the criteria for IAPT services.

The post holder will work with people who have a range of emotional problems that can benefit from counselling in primary care.

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

**Key Duties and Responsibilities:**

**Clinical**:

* Accept referrals via agreed protocols within the service
* To assess referred client’s suitability for Non-IAPT counselling
* Make decisions on suitability of new referrals, adhering to the department’s referral protocols and liaise with senior clinicians in the IAPT service to identify suitability for IAPT; Non-IAPT or other relevant services, and allocate clients as necessary.
* To implement and evaluate a contracted/agreed number of counselling sessions with clients, based on appropriate conceptual framework of the client’s problems and drawing upon evidence based practice.
* Adhere to an agreed contract relating to the number of client contacts offered and clinical sessions carried out per week in order to minimise waiting times and ensure treatment remains accessible and convenient.
* Attend multi-disciplinary meetings relating to referrals or clients in treatment where appropriate.
* Complete all standard requirements relating to data collection within the service.
* Keep coherent records of all clinical activity in line with service protocols.
* Work closely with team members ensuring appropriate allocation and handover arrangements are in place to maintain an effective integrated team approach.
* Assess and integrate issues surrounding work and employment into the overall therapy process, liaising with employment advisors where available.
* Assist with clinical audits of service performance, including service user surveys and evaluations and help to collate and disseminate results for feedback.
* Work flexibly to provide the best service possible to clients - this will involve working at least one evening session per week.

**Training and Supervision:**

* To provide advice and consultation to other members of the service in order to aid decisions about the appropriate allocation/treatment of clients as necessary.
* Non-IAPT counsellors using counselling skills should have appropriate clinical supervision adequate to their needs this should be based on BACP guidelines of a minimum of 1.5 hours per month provided by an appropriately qualified supervisor
* In line with professional guidelines receive regular Clinical supervision from a suitably qualified counselling supervisor for a minimum 1.5 hours every month.
* Attend and participate in mandatory training.
* Benefits would include the cost of supervision being costed so you can continue with your own supervisor.

**Professional:**

* Work in line with Burton and District Mind’s current practices, policies and ethos, including confidentiality and safeguarding.
* To adhere to all relevant British Psychological Society (BPS) or British Association of Counselling and Psychotherapy (BACP) codes of practice.
* To collaborate with the Clinical supervisor and Clinical Lead in the process of annual review and personal development planning, and respond to agreed objectives.
* To maintain an awareness of current knowledge and practices in Counselling and other disciplines relevant to the service.
* To maintain up-to-date knowledge of legislation, national and local policies in relation to Adult Mental health, Primary Care and wider issues of relevance to counselling.
* To ensure the development, maintenance and dissemination of the highest professional standards of practice, both personally and within the service through active participation in and contribution to CPD training and development programmes, reading journals and regularly reviewing websites.
* To maintain a continuing professional development log as specified by the BACP good practice guidelines.
* To ensure the highest standards of clinical record keeping, including electronic data entry and recording.
* To ensure confidentiality of clinical records in line with relevant professional codes of practice and organisational policies, procedures and guidelines.
* Attend staff meetings, team meetings etc. as required by Burton and District Mind Undertake any duties as required by Burton and District Mind to maintain an efficient and client-centered, and friendly service.

**Advisory / Liaison:**

* Promote and maintain links with Primary and Secondary Care staff to help co-ordinate the provision of an effective Wellbeing Service.

**Research and Service Evaluation:**

* To utilise theory, evidence-based literature and published research to support evidence-based practice.
* To undertake applicable, formal research within own specialist as resources permit.

**Specialist/Technical Requirements**

* Utilise clinical measures with clients to inform and aid in the planning and delivery of therapy
* Record all clinical sessions, measures, appointment diary and other information on an electronic clinical management system (e.g. IAPTUS), and keep this up to date.
* Use computer software packages such as Microsoft Outlook and Word to communicate and manage team diaries.

**General:**

* To contribute to the development of best practice within the wider service.
* To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
* All employees have a responsibility and legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998), GDPR and Security and Confidentiality Policies.
* It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of 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.