

Child & Family Counselling Service - Counsellor

REPORTING TO: Clinical Service Manager (CSM)

PURPOSE: To provide Child and Family Counselling using psychodynamically and/or systemically informed models and understanding of attachment, developmental and trauma-informed theories within our Child and Family Counselling Service (C&FCS)

JOB DESCRIPTION & MAIN RESPONSIBILITIES

- Deliver face to face counselling, therapy and psycho-education to children, young people and families using a range of appropriate interventions.
- To maintain clear and adequate client records in accordance with GCS policies and procedures.
- Communicate effectively with clients and the Clinical Services Management (CSM) Team throughout the client journey where appropriate and raising safeguarding or clinical risk issues with Clinical Supervisors and CSM in a timely manner where appropriate.
- To ensure safeguarding procedures are followed in line with GCS policy and procedure and national and local safeguarding arrangements.
- To ensure confidentiality and understand the limits thereof.
- Attend any required induction or training sessions.
- Use GCS SharePoint to maintain accurate and up to date records, following criteria set out by GCS policies and procedures and in line with BACP Ethical Framework and Data Protection standards (GDPR).
- To manage case load and communicate in a timely manner ensuring minimum case load maintained (5 clients, 10 clients, 15 clients depending on contract).
- To submit finance paperwork on behalf of client and self in a timely fashion.
- Responsible use of the counselling room e.g., shutting windows, turning off any electronics and cleaning pre and post sessions, shutting up building).
- To complete externally requested reports relating to client if required.
- To liaise with other members of the C&FCS Team.

- Assist in monitoring and evaluating the clinical outcomes and client experience of counselling standards via feedback, questionnaires and post counselling reporting.
- Attend and contribute to clinical supervision sessions fortnightly (20 per annum), reviewing case work as part of the supervision process and team meetings (x3 per annum). Ad-hoc meetings may be requested outside of these.
- Attend and contribute to Whole Staff Meeting's – two scheduled annually.
- Ad-hoc, brief meetings relating to any aspect of the role within your role responsibilities. Invitation to any meetings outside of those detailed above are claimable when explicitly agreed with your line manager, CSM.
- To practice within the relevant BACP Ethical Framework of Good Practice in Counselling and Psychotherapy and to ensure that concerns are flagged with the CSM where these standards appear to be in question, promoting our culture of good practice and professionalism.
- Attend training and development sessions when required, including compulsory training.
- Support the values and strategic aims of the GCS Counselling Services.
- To undertake any other responsibilities or tasks as reasonably required by GCS.

PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE

- Good understanding of the BACP Ethical framework for counselling and psychotherapy. (A & Ass)
- Experience of working with children, adolescents and families including individuals who have experienced trauma sexual and/or domestic violence. (A & Ass, Int)
- Capacity to work expressively and creatively. (A & Int)
- Experience of group work. (A)
- Ability to create a safe, warm and non-judgemental environment for clients to express their emotions. (A & Int)

- Evidence of applying knowledge of Safeguarding in practice (A & Ass)
- An up-to-date awareness of the changing legal and regulatory requirements within counselling and psychotherapy (A & Int)
- Understanding and adherence to the law regarding Safeguarding and Client Confidentiality. (A)
- Understanding of different counselling and therapeutic approaches and their applicability. (A & Int)
- An understanding of developmental, attachment and trauma informed models and appropriate interventions. (A & Int)
- An understanding of the range of issues clients experience, and a desire to help them reach their potential. (A & Int)

SKILLS, ATTITUDES AND ABILITIES

- Ability to establish and maintain professional boundaries with Clients (A & Int)
- Strong communication skills both written and verbal (A)
- Good IT skills, including completion of electronic forms and recording of data, Microsoft office 365 and Teams (A & Int)
- Empathy, genuineness, warmth and a non-judgemental attitude (Ass, Int)
- Willingness to embrace the virtual counselling environment. (Ass, Int)
- Demonstrate the ability to assess clients appropriately within the framework provided by GCS. (A, Int)
- Self-management skills including organisational skills and timekeeping. (A, Int)
- To liaise with other staff and managers appropriately and in compliance with GCS Positive Working Environment expectations. (Int)
- To engage with and support the wider GCS organisation in the achievement of its goals and mission. (Int)
- A flexible and adaptable attitude to the work (Int)

QUALIFICATIONS

- Professional counselling qualification (preferably to minimum graduate level) and a good understanding of the psychodynamic and/or systemically informed models. (A)

- To be a practicing accredited psychodynamic counsellor or psychotherapist (BACP, UKCP, BPC or equivalent professional body). (A)
- Minimum 2 years' post qualifying experience of counselling (A)
- To hold a clear, enhanced DBS. (A)

SALARY: £24,000 - £29,500 pro rata, depending on experience. Fixed term contract attached to funding ending March 2023 – potential to move to a permanent contract. Annual leave: pro rata of 25 days plus bank holidays.

SALARY INCLUDES:

Fortnightly clinical supervision 1.5 hours

Meeting attendance at 3 team mtgs per annum, 2 staff meetings per annum

Line management meetings with CSM.

Pay includes all responsibilities outlined unless explicitly stated.

(From time to time your line manager may identify with you a need for discrete development or project work that is outside of the explicitly stated job responsibilities (this may include activities such as service development work). Claimable at a rate of £16.00 (+12.07% holiday pay)/per hour).

CONTRACT AVAILABLE:

7 hours per week up (5 client hours and 2 hours admin/clinical supervision)

14 hours per week (10 client hours, 4 hours admin/clinical supervision)

21 hours per week (15 client hours, 6 hours admin/clinical supervision).

LOCATION: Gloucester City Centre based (Ladybellegate Street) or Cheltenham Town Centre based (Rodney Road) or Stroud (High Street).