

Job Description

Job Title	Counsellor
Department	Parabl/CAIS
Base Location	Dawn Centre, Colwyn Bay
Hours of Working	30 hours per week
Salary Banding	£21,630 per annum pro rata (£8,652)

Accountable To	Therapeutic Services Manager
Reports To	Therapeutic Services Manager
Line Management Responsibility	

Job Purpose:

To provide a specialist Counselling Service to Parabl and CAIS Service clients. To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the service.

Main Duties and Responsibilities:

Client Work.

- To explain boundaries of confidentiality, exchange of information and informed consent (including Three Cornered Agreements) to clients.
- To undertake assessments. To be able to recognize substance misuse issues and common mental health issues, draw out relevant information needed for an assessment using skilful and sensitive questioning.
- To make assessments based on a stepped care approach using relevant guidance such as the NICE Guidance for Commissioning Stepped Care for People with Common Mental Health Disorders (Guidance 41 November 2011).
- To provide expertise in a specialist clinical area, undertaking specialist psychological interventions, formulating mutually agreed contracts for counselling with clients; establishing, maintaining and disengaging from relationships with the client group.
- To select and deliver evidence-based client centred psychological treatments to meet the needs of the client group, monitoring outcome and modifying and adapting interventions, drawing on a range of theoretical approaches.
- Counselling to be delivered in accordance with relevant NICE Guidelines.

- To be familiar with other key documents which include the Mental Health Measure for Wales (2010) and the Welsh Government (2012). 'Psychological therapies in Wales - policy implementation guidance'.
- To undertake and manage own client caseload.
- To be accountable for own clinical decisions and professional actions in consultation with clinical supervisor.
- To assess and monitor risk and draw up appropriate risk management plans.
- To communicate skilfully and sensitively highly complex and sensitive information, taking into account sensory and cultural barriers to communication.
- To make provision for people with limited literacy skills.
- To adhere to BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.
- To work in accordance with CAIS Policies and Procedures, All Wales Child Protection Procedures and North Wales Vulnerable Adults Protocol.
- To refer clients to other services within CAIS/Parabl and other external agencies as appropriate. When making referrals to other services and agencies, to do this in a manner consistent with the specific referral processes used by those agencies.
- To undertake clinical administrative tasks and reports relating to clients when necessary.

Policy and service development

- To adhere to agreed CAIS Health and Safety and Security procedures/policies.
- To identify and contribute to any aspects of the counselling service where improvement can be made and to advise Counselling Manager accordingly.

General:

Administration

- To keep in regular contact with CAST Appointments Team, Therapeutic Services Manager and Clinical Supervisor.
- Keep up- to- date records of current counselling work, case notes and other such pro forma as directed.
- To comply with the General Data Protection Regulation (2016).
- To make referrals to other services and agencies in accordance with guidelines.

- To attend Counsellor meetings as required.
- To attend other relevant meetings as required

Professional:

- To participate in the CAIS continuous learning, development and appraisal process
- To operate within and observe CAIS policies and procedures as amended and updated
- To maintain membership of BACP
- To gain BACP Accreditation and maintain through Continuous Professional Development
- To make regular use of clinical supervision
- To make regular use of management supervision.
- To maintain an up to date knowledge of current developments in professional and clinical practice and of relevant legislation and policies, with a particular emphasis around Mental Health issues.
- To be responsible for working within your level of competence. If you have concerns around this issue, to speak with your manager and supervisor
- To undertake internal and external training as appropriate and as required as part of Continuous Professional Development
- To develop and maintain professional working relationships with external agencies.

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Associate Counsellor

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	Post Graduate Diploma in Counselling (as a minimum)	Welsh language desirable BACP Accreditation or working towards Accreditation or accredited from an equivalent professional body (i.e. UKCP)	
Experience:	Extensive experience of working in the field of mental health with a specific emphasis on Recovery approaches and Anti-Stigma approaches to the work, in line with the Mental Health Measure (2010). Experience of undertaking mental health assessments. Experience of working with clients who have a substance misuse issue. Experience of risk assessment and risk management procedures. De-escalation techniques.	Minimum of 200 post qualifying hours that have been clinically supervised.	
Skills:	Effective communication skills with a particular emphasis on listening skills. Decision making skills (specifically within the assessment process) Ability to manage workload, meet deadlines and work under pressure. Ability to work autonomously as well as being a member of the team. Ability to reflect on own practice.	IT literate to a high standard	
Knowledge:	Knowledge and understanding of the impact of mental health on individual's lives and the stigma	Knowledge of service provision across the region for both the Statutory and Voluntary sector.	

	<p>associated with diagnosis and labeling; the importance of working practice that doesn't reinforce stigma.</p> <p>Knowledge of other service provision within the Parabl partnership and CAIS.</p> <p>Knowledge of early warning signs, monitoring and relapse prevention for mental health and substance misuse problems.</p> <p>Knowledge of Mental Health legislation.</p>		
<p>Personal Qualities:</p>	<p>Empathic Approachable Sensitive Understanding Sincerity Integrity Resilience Humility Fairness Able to make own decisions Resourceful</p>		
<p>Other Relevant Requirements:</p>			

Prepared By: **Date:**

Reviewed By: **Date:**

Agreed By: **Date:**