



Role Description

Job Title:	Sessional Counsellor
Hours:	Sessional Hours of work to be agreed.
Location:	Ely Centre Offices/ Service Partner Offices
Salary:	£35 per session
Responsible To:	Head of Clinical Services

Main Purpose of Job:

Our Counsellors work with a diverse client group who present with a wide range of presenting issues, including those suffering from complex PTSD. Working alongside the Clinical Team they act as a first point of contact for clients referred from a variety of sources and provide appropriate interventions from the outset. They will undertake assessments, counselling and provide support to this client base, as well as administrative duties associated with the same.

Main Duties:

Therapeutic Service Delivery

1. To assess the needs of clients referred to the Ely Centre and respond to their immediate needs, by providing appropriate evidenced based therapeutic interventions to include:
 - a. Risk assessment and de-escalation.
 - b. One-to-one counselling through a variety of mediums, including face to face, telephone or webcam.
 - c. Short-term interim follow-up support.
2. Liaising closely with the Clinical Team in ensuring suitability of client's referred, and in determining appropriate services. This includes informing line management and other appropriate health care professionals involved of risk issues, outcome of assessments and services for which the client is referred.
3. Signposting and/or referring clients to appropriate agencies for support, where appropriate.
4. Management of appointments diary, keep up-to-date clinical notes, administer CORE Outcome measures and inform referrers and other appropriate health care professionals involved, when clients are discharged from the service.
5. Participation in regular team case reviews and reflective practice. Accessing support and consultation for clinical issues relating to Safeguarding and areas of risk behaviour or concerns, utilising line management and peer support systems for effective information sharing, mutual accountability and quality assurance.

Other Duties:

Service Quality

1. To attend clinical and peer supervision once a month in accordance with policy and procedures.
2. Be familiar with and comply with Health and Safety procedures and policy. In the event of a serious risk, take immediate action to reduce this risk, informing Head of Clinical Services.
3. Comply with legislative frameworks relevant to the work.
4. Ensure adherence to BACP Ethical Framework for good practice in counselling.
5. Achieve the highest standards of safeguarding for families, children, young people and vulnerable adults, who come into contact with our services.
6. Maintain and ensure secure storage of records in accordance with the Ely Centre professional and confidentiality procedures.
7. To work in line with current safeguarding requirements and policies, in accordance with current NI legislation.
8. To work in line with BACP good practice guidelines.
9. To liaise with other organisations in the voluntary, statutory and community sectors, in the promotion of the service, and to ensure that the services we offer are targeting those most in need.
10. To participate in events, meetings, conferences, and training, as required by the organisation or line manager.
11. Facilitate the creation of a relaxed and friendly environment which will maintain and enhance the quality of care to each client and maximise their opportunities for choice.
12. Develop and maintain effective communication links with statutory, community and other voluntary organisations.
13. Be responsible for both personal and professional attitude and behaviour when interacting with fellow colleagues and service users.
14. Observe and carry out health and safety procedures in respect of oneself, colleagues and the public.
15. Participate in staff, team and project meetings on a regular basis.
16. Provide monthly progress and caseload reports on all activities undertaken.

17. To keep accurate statistics of all clients to whom Ely Centre provides a service (CoreNet)
18. To publicise and promote the aims and objectives of the Ely Centre.
19. To adhere to all Ely Centre policies and procedures.
20. To work alongside management implementing an individual and group programme of care involving the clients social, emotional and physical welfare.
21. To evaluate the impact of all work undertaken and to contribute to the overall evaluation of the organisation.

Personal Development:

1. To continue to participate in ongoing professional /personal development opportunities.
2. To attend performance review meetings.
3. To keep abreast of new research, developments in practice and in the operating environment/social policy framework.

The duties and responsibilities of this job description are neither definitive nor restrictive and can be modified to meet the changing needs of the organisation. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of the team are always expected to provide a caring service to treat those with whom they come in contact in a courteous and respectful manner

**Personnel Specification
Sessional Counsellor**

	Essential	Desirable
Training/Education	<p>Recognised Diploma in Counselling. (Level 5 or Above) Accredited (or working towards accreditation) with BACP or IACP (or equivalent accrediting body). A minimum of 200 hours, post qualification supervised counselling practice, accumulated within the last 3 years.</p> <p>Proficiency in use of MS Office Package.</p>	<p>Undertaken within the last 3 years: (or a willingness to undertake)</p> <ul style="list-style-type: none"> • Mental Health First Aid. • Child Protection Training. • Safeguarding Adults Training. • ASIST Training <p>Use of CRM Database to manage diary, appointments and session notes.</p>
Knowledge	<p>Knowledge of statutory and community agencies who provide support services.</p> <p>Good working knowledge of the factors that influence suicide risk.</p> <p>Knowledge of the impact of trauma on individuals and the community.</p>	
Experience /Skills	<p>Able to deliver a wide range of interventions, including the provision brief to medium term counselling. (Up to 8 sessions) A minimum of two years' experience of assessing and supporting people with mental health needs. Experience working with victims and survivors of trauma.</p>	<p>Qualification or experience in an area of specialism such as Trauma Focused CBT, EDMR or Complex Trauma/PTSD.</p> <p>Experience of working through a variety of mediums, including face to face, telephone or webcam.</p>

	<p>Experience of liaising with professionals (example: Social Workers, GP's, CPN's Support Workers) regarding risk and support issues/needs for clients.</p> <p>Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure.</p>	<p>Experience of working with and de-escalating individuals who present with complex needs, are in distress or crisis and may be at risk of suicide.</p> <p>Effective Advocacy skills to help clients and obtain services needed.</p>
Attitude	<p>High personal integrity and professionalism.</p> <p>Commitment to high standards of services.</p> <p>Commitment to ongoing training and personal development.</p> <p>Respect for the values and ethos of the Ely Centre.</p>	
Other requirements	<p>Undertake monthly external supervision by a suitably qualified practitioner.</p> <p>Have Professional Indemnity Insurance cover and valid insurance certificate.</p> <p>Application must include a completed Declaration of Employment Status form.</p>	