



## Job Description: Counsellor Wellbeing Service

<b>JOB TITLE</b>	Counsellor Wellbeing Service
<b>REPORTS TO</b>	Wellbeing Lead
<b>ACCOUNTABLE TO</b>	Wellbeing Lead
<b>SALARY</b>	E
<b>KEY RELATIONSHIPS</b>	Senior Management Team, staff and volunteers, GPs, Budget Holders, External Partners, Community Organisations, Local Businesses, Volunteers, Commissioners, regulators, Patients, Carers and Relatives, Service Users, Referrers and other professionals, Community Mental Health Teams

### Job Purpose

To provide a systematic, comprehensive counselling service, offering advice, guidance, counselling and psychological therapy to patients and their families referred by other professional staff or self-Referrals accessing the service; to provide advice and guidance to other members of the team on psychological and mental health related issues concerning their patients and families of their patients. The post holder is expected to act in a largely autonomous way, operating within recognised professional guidelines and the overall framework of HCP service policies and procedures.

### MAIN DUTIES AND RESPONSIBILITIES

- To provide a comprehensive therapeutic service for patients and their families referred by other professional staff or self-referred, based upon sound, evidence based psychological principles, working within the context of palliative care services and as indicated in NICE guidelines.
- To identify the nature, severity and complexity of patients and families requirements.
- To undertake and implement risk assessment and risk management strategies for individual clients in line with HCP policies and procedures
- To provide advice to other professions within the service on the psychological aspects of risk assessment and management consistent with the clinicians level of competence.
- To formulate and implement plans for the treatment and/or management of a patients or families requirements, based upon an appropriate conceptual framework of the patients or families problems, and as appropriate, employing methods of intervention in a number of formats based upon evidence of treatment efficacy indicated within the NICE Guidelines.
- To offer guidance to patients and families on the appropriate psychological and psychosocial management of their problems, and to offer counselling.
- To make appropriate use of formal methods for the assessment of patients and families problems.
- To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and complex factors concerning patients palliative care and families concerns.
- To exercise professional responsibility for the efficiency of all aspects of the service, including assessment and counselling.
- To communicate in a professional and sensitive manner when dealing with emotive material, challenging client behaviours and distressing client presentation.
- To maintain clinical record in line with HCP policies and procedures.
- To complete IAPT clinical measures, patient outcome and patient satisfaction measures in line with HCP policies and procedures.

### MANAGERIAL

- To take part in regular professional appraisal, identifying areas for continuing professional development
- To liaise with any member of the service and practice managers in order to ensure that the service runs effectively, safely and efficiently.

- To hold responsibility, on a day to day basis for individual clinical work and the organisational and administrative requirements of the service.

#### **TEACHING, TRAINING AND SUPERVISION**

- To receive regular clinical supervision
- To take part in regular continuing professional development
- To undertake the clinical supervision of senior counsellors, counsellors and trainees as agreed with the counselling team lead
- As directed by the locality lead/counselling team lead, contribute to the teaching and training of counselling and psychological therapies with their peer group and others
- To undertake mandatory training as defined by HCP policy.

#### **RESEARCH AND DEVELOPMENT**

- To participate in a programme of regular audits of the service consistent with the aims of clinical governance and as directed by the service manager.

**This is not an exhaustive list of duties and a regular review will take place with the post holder as part of their ongoing development and performance management.**

#### Investing in you

The Hospice Charity Partnership is committed to supporting the development of all staff. All employees have a responsibility to maintain their professional registration participating in regular appraisal with their manager. They are expected to identify innovation, performance and development objectives for their post. The Charity has a training and development fund that is generously supported through the League of Friends and the income generation projects undertaken by staff. Everyone has equal access to this fund to support external training and development. It also helps to fund statutory and mandatory training which is run internally. Where staff are accredited or trained in their own right to deliver in-house training this is an opportunity afforded to them. Learning is one of our company strategic objectives and is supported through our experts by experience programme, volunteer training and staff development.

#### Health and safety

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work. We have dedicated leads to review and audit health and safety: keeping safe is everyone's business.

#### Equal opportunities

We rely on the community for support, in end of life care everyone in our community needs to feel welcome and so we look for new and innovative ways to celebrate diversity as well as, respecting individual choices. This means we are highly committed to Equal Opportunities in employment and work actively to eliminate unlawful racial, sexual or disability discrimination in all its forms. We celebrate equality of opportunity and good relations between people of different backgrounds.

#### Criminal records and safeguarding

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. All staff have a responsibility to disclose any conviction past or current. Everyone in our company has an equal responsibility to ensure the safeguarding of children and adults and to report concerns immediately.

#### Infection prevention and control

Infection prevention and control is one of our strategic objectives. Everyone has a personal responsibility to minimise the risk of spreading infection. This includes "herd immunity" standards for immunisation and excellent standards of personal hygiene. Everyone will receive regular training to understand best practice and expectations at work. Everyone must abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be part of your annual innovation performance and development plan.

### Smoking

Public health legislation outlaws smoking in public places in England. As a community interest company our premises are governed by the legislation. Our buildings are smoke free and we actively encourage people to consider the health benefits for themselves and others of adopting a smoke free lifestyle.

### Confidentiality

Everyone has a duty to respect the confidentiality of personal information and health records. Our company upholds and is governed by the Data Protection Act. Confidentiality is integral to our care of the people who come to us for help and our staff and volunteers. The unauthorised use or disclosure of patient or other personal information is regarded as gross misconduct and is subject to the HCP Disciplinary Procedure possibly resulting in prosecution. Action for civil damages under the Data Protection Act 1998.

### Job description

This job description will be subject to discussion and review on an annual basis.

## PERSON SPECIFICATION: Counsellor Wellbeing Service

Requirements	Essential	Desirable	How identified
Education and Qualifications	<ul style="list-style-type: none"> <li>• Accreditation / registration with an approved professional body (e.g. BACP).</li> <li>• Advanced training in the theory and practice of counselling.</li> <li>• Formal qualification as a health or social care related professional.</li> <li>• Practitioner level knowledge of at least two models of psychological therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Further advanced training in a recognised model of psychological therapy e.g. IPT, DIT.</li> <li>• Formal recognised training in the theory and practice of clinical supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Evidence of formal qualifications</li> <li>• Evidence of Accreditation / Registration</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Skills in the presentation and dissemination of complex, emotionally sensitive information orally and in writing to authorised others.</li> <li>• Skills in the assessment and evaluation of a patients and families within the palliative care setting.</li> <li>• Experience and understanding of the needs associated with loss the dying and bereaved.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced practitioner skills in at least one model of psychological therapy.</li> <li>• Skills in formal report writing.</li> <li>• Previous experience with data input on IT systems.</li> <li>• Application Form</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Evidence of formal qualifications.</li> <li>• Evidence of Accreditation / Registration.</li> </ul>
Personal skills and attributes	<ul style="list-style-type: none"> <li>• Ability to maintain sustained and intense concentration.</li> <li>• Able to provide competent and thorough clinical supervision within the IAPT service</li> <li>• Competent in IT skills and basic data input.</li> <li>• Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively</li> <li>• Commitment to continuing professional development and to reflexive clinical practice.</li> <li>• Capacity to work in situations demanding careful clinical judgement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Primary Mental Health Care settings.</li> <li>• Experience of mental health problems and the capacity to use that experience to the benefit of patient care.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>

**AF = Application form**

**I=Interview**

**T=Test**

**C=Certificate**