



## **BEDFORDSHIRE OPEN DOOR - ROLE DESCRIPTION**

<b>Role Title:</b>	Clinical Supervisor
<b>Reporting to:</b>	Clinical Manager
<b>Responsible for:</b>	Counsellors (paid and volunteer) in agreed supervision group/s and 1-1
<b>Qualifications:</b>	BACP Accredited or UKCP registered (or equivalent)
<b>Hours of work:</b>	Variable and as agreed
<b>Terms &amp; Conditions:</b>	Self Employed Basis
<b>Sessional Rate:</b>	£40 per hour clinical supervision rate £30 per hour clinical management meeting rate

### **Role:**

This role will be based at our Tavistock Street centre in Bedford or, where required, may work remotely via zoom. You will join our existing bank of clinical supervisors to provide regular sessional supervision for groups of up to 4 counsellors on a fortnightly basis, to support their work and professional development and to safeguard best practice within the agency and in accordance with the BACP Code of Practice.

- Hold a Level 6 Counselling Supervision qualification with a minimum 3-year post qualification experience.
- Be a qualified counsellor with a minimum Level 4 counselling qualification and 450 counselling hours experience.
- Have significant experience and understanding of working with young people aged 13 - 25.
- Demonstrate knowledge and experience of safeguarding legislation and procedures.

### **Purpose of the post**

- To provide expert clinical supervision of counselling delivery
- To provide clinical and safeguarding guidance to counsellors, working together with the Clinical Manager
- To continuously improve clinical practice working with the paid and volunteer Counsellors and the Clinical Manager
- To ensure the necessary standards are in place to maintain the organisational British Association for Counselling and Psychotherapy accreditation
- To work within the ethical framework for good practice stipulated by British Association for Counselling and Psychotherapy.

### **Main duties and responsibilities**

1. To provide regular professional, clinical supervision to counsellors at Bedfordshire Open Door either in groups of up to four supervisees or on a one-to-one basis, as instructed by the Clinical Manager
2. To take joint clinical responsibility for clinical practice, working together with the Counsellors under the management of the Clinical Manager
3. To address any clinical concerns with supervisees in the first instance and informing the Clinical Manager of those concerns where appropriate.

4. To raise any concerns with the Clinical Manager regarding a supervisee's limits of proficiency, competence or ethical practice, well-being and supervision attendance/engagement without delay.
5. To support counsellors in their work and professional development and to safeguard best practice within the agency and in accordance with the BACP Code of Practice.
6. To work with the Clinical Manager to ensure the clients best interests remain central to the work.
7. To ensure that, where referral on to other agencies or early termination is recommended, the Clinical Manager is consulted prior to any action taken.
8. To have read and understood all policies and procedures of Bedfordshire Open Door and be familiar with the contractual obligations of counsellors at the agency and to remain up to date with any changes.
9. To hold all supervision sessions at the agency, unless there is some compelling reason for an exceptional arrangement which should be agreed by the Clinical Manager.
10. To ensure that supervision group(s), or agreed 1:1 provision, meet according to BACP recommendation of 1.5 hours per calendar month per supervisee. Group supervision will be carried out on a fortnightly basis of 1.5 hours and up to 2 hours where appropriate and as agreed by the Clinical Manager. 1:1 supervision will be delivered monthly for the duration 1.5 hours. Dates and times are to be agreed between supervisor and supervisees and Operations Manager is to be notified. Agreement must be sought prior to any changes made to bookings and Operations Manager to be notified via email to ensure room bookings can be managed.
11. Where Bedfordshire Open Door counsellors are working on behalf of Bedfordshire Open Door in an external organisation or for a statutory body, such as a school or hostels, the following additional will apply:
  - a) Bedfordshire Open Door's Clinical Manager will be responsible for the details of the contract with the external agency and for all contractual and management issues whatsoever between Bedfordshire Open Door and the external organisation. The supervisor should be aware of this contract, particularly the boundaries regarding responsibility for child protection and safeguarding issues.
  - b) Supervisors must inform the Clinical Manager as a matter of priority should any clinical concerns arise from the contractual arrangements. The Clinical Manager has the responsibility for assessing and managing the situation and for negotiating any changes.
12. To attend a Clinical Supervisors Meeting with the Clinical Manager every two months for 1.5 hours. This is a mandatory aspect of the contract and failure to attend meetings will result in a review of the contract. If there is a fair and just reason for non-attendance an alternative 1-1 meeting with the Clinical Manager will be attended at the earliest possible opportunity.
13. To be accessible to supervisees for emergency contact outside of agreed session boundaries, at reasonable times, should there be a need to discuss urgent concerns. To then inform the Clinical Manager of this contact, discuss and agree action.
14. To provide the Clinical Manager with quarterly data as to supervisee's attendance at supervision. To provide written feedback prior to counsellor's probationary and annual reviews.

15. To give the Operations Manager a month's notice of holidays and to inform supervisees accordingly. To inform supervisees, the office and the Clinical Manager if supervision needs to be cancelled due to sickness.
16. To adhere to the BACP professional body's code of ethics including maintaining accreditation or registration.
17. To value diversity: to actively promote and embed equal opportunities/anti discriminatory practice in all areas of organisational activity
18. To develop and maintain good communication and effective relationships with all internal colleagues
19. To work within the BACP Ethical Framework and Bedfordshire Open Door clinical guidelines, and comply with all policies and procedures