

## **BEDFORDSHIRE OPEN DOOR - JOB DESCRIPTION**

<b>Job Title:</b>	Counsellor
<b>Reporting to:</b>	Clinical Manager & Operations Manager
<b>Hours of work:</b>	20 hours per week mix of daytime and early evening hours
<b>Location of work:</b>	Tavistock Street, Bedford
<b>Salary:</b>	£18,196 per annum
<b>Contract:</b>	12-month contract
<b>Holidays:</b>	28 days pro rata including Bank Holidays (pro rata)

**Role:** This role will be based at our Tavistock Street centre in Bedford and will require daytime and early evening work. You will be providing sessional counselling, undertaking assessments, and working within a multi-agency way in support of your caseload. You will hold a caseload of up to 16 clients, with the remaining four hours to be spread across admin, supervision and continued professional development as appropriate and as required by the agency.

### **Purpose of the post**

To deliver professional and specialised therapeutic counselling to young people aged 13 - 25 with a wide range of clinical presentations, including stress, anxiety, depression, bereavement, relationship difficulties, attachment difficulties and trauma.

To undertake assessments and to provide one to one counselling sessions to clients aged 13 - 25 years.

- In addition to high standards of counselling delivery, you will have experience of assessment, clinical note taking, excellent communication skills and exceptional time management. You will be computer literate using Office 365.
- You will hold a minimum Level 4 Counselling qualification and be a registered member of the British Association for Counselling and Psychotherapy (BACP) or equivalent professional body.
- Hold a minimum 1-year post qualification experience working with this client group.
- Hold relevant qualifications or evidence of training.
- Demonstrate the ability to provide best practice in line with NICE guidelines, whilst maintaining a person-centred focus which considers the uniqueness of each individual.
- Demonstrate the ability to maintain clear boundaries and confidential working practices.
- Demonstrate knowledge and experience of safeguarding legislation and procedures.

### **Main duties and responsibilities**

1. To provide one to one counselling to children and people aged 13 – 25 years.
2. To complete comprehensive assessments, including assessment of risk.

3. To ensure clients understand the service and are able to consent and engage with counselling in line with guidelines.
4. To work with the Clinical Manager in relation to Safeguarding and Child Protection.
5. To attend meetings as required including multi-agency meetings where appropriate, developing collaborative working to enable cross referral for the benefit of clients.
6. To liaise and network with other professionals in the local area.
7. To refer clients on to other services where appropriate and as agreed by the client and Clinical Manager
8. To maintain adequate records of clinical work and provide appropriate and timely statistical returns and anonymised case studies as required.
9. To assist in the evaluation of the service by contributing to data collection and analysis and to participate in research as required.
10. To maintain training and continued professional development.
11. To fulfil professional clinical supervision requirements
12. To maintain professional accreditation and/or registration
13. To participate in any other activities as agreed with the Clinical and Operations Managers
14. To be aware of and comply with the policies, procedures, and service standards of Bedfordshire Open Door
15. To maintain appropriate record keeping and ensure all monitoring and evaluation feedback is gathered and processed.
16. To maintain professional membership in accordance with the ethical framework of a professional body including the participation in regular supervision and CPD
17. To attend and actively participate in line management meetings, group supervision, appraisal, CPD, training and relevant internal meetings.
18. To value diversity: to actively promote and embed equal opportunities/anti-discriminatory practice in all areas of organisational activity.
19. To develop and maintain good communication and effective relationships with all internal colleagues and external partners.
20. To organise and prioritise varied workloads, plan effectively and work to tight deadlines.

21. To undertake other duties appropriate to the post as required