

Job Description

Job Title: Counsellor
Reports to: Senior Therapist
Location: Home based with UK wide remit

Purpose

We recognise that access to good employment is critically dependent on what happens in people's formative years and the opportunities they then have. To address this, we provide a broadened framework of complementary services of which Health and Well Being (H&WB) is a key component, alongside Education and Skills, Children and Young People's Services and Employability.

As a Counsellor you will provide emotional support to individuals access Shaw Trust's services, conducting clinical assessments and sign posting to specialised support services as required.

Job description

- Provision of solution focused therapeutic consultation and mental wellbeing assessment sessions to participants accessing support on our employability programmes.
- To provide individual Solution Focused Brief Counselling.
- Including making assessments of participants mental wellbeing, delivering 8 SFBT sessions needing low level help with their health and situation.
- To enable participants to gain coping strategies to enable them to focus on present and future goals.
- Complete assessments and reports. Access referrals and records via IT systems and all duties regarding professional compliance.
- To demonstrate an ability to comply with clinical governance.
- To assist with the design and provision of psycho-educational workshops for participants and staff on a range of relevant issues, including mental health awareness, managing anxiety etc.
- To attend and contribute to team meetings, to assist in the updating and formulation of Service policies and procedures, and to engage in relevant continuous professional development.
- To contribute to a productive, collaborative and supportive team spirit, and maintain high professional and ethical standards of work.
- To keep accurate and up-to-date records of counselling sessions on the Service data base, and comply with professional standards and the Data Protection Act / General Data Protection Regulation.
- To comply with Shaw Trusts policies and procedures current at the time including health and safety, confidentiality, and environmental policies.
- To undertake other reasonable duties as requested by the line manager.

- To provide an efficient and effective telephone counselling service to all callers.
- To demonstrate an ability to work with a variety of individuals working with presenting issues, including those who are distressed.

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| <p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title: Counsellor</p> <p style="text-align: center;">(E=Essential D=Desirable)</p> |
| <p>SKILLS AND CORE COMPETENCIES</p> |
| <p>Technical competency (qualifications and training)</p> <p>Essential:</p> <ul style="list-style-type: none"> • Diploma in Level 4 Counselling. (E) • Person centred solution focused skills. (E) • Post qualification 350 clinical hours. (E) • Membership/accreditation of a professional body, preferably BACP, BABCP, UKCP or BPC. (E) • Intermediate IT skills. (E) <p>Desired: Recognised safeguarding training, allied health skills.</p> |
| <p>Experience</p> <ul style="list-style-type: none"> • Experience of delivering face to face, telephone and online counselling. (E) • Ability to provide excellent customer service at all times. (E) • Experience of working with participants presenting with, self-harm, trauma, suicidal ideation, safeguarding concerns. (E) • Experience of completing assessments. (E) • Able to support a caseload of participants with varying needs. (E) • Experience of keeping records to a high standard. (E) |
| <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Substantive and proven ability to facilitate 1-2-1 therapeutic work with clients. (E) • Ability to problem solve, assess risk and safeguarding issues. (E) • Good verbal and written communication. (E) • Ability to manage and respond to change and uncertainty. (E) • Ability to manage professional boundaries and to undertake any other reasonable tasks as required. (E) • Emotional resilience and ability to manage own wellbeing. (E) |

Personal qualities, communicating and relating to others

- Enthusiasm, passion and dedication for wellbeing **(E)**
- The ability to promote high levels of professionalism and lead by example **(E)**
- Flexible and able to respond to the ever changing needs of the business **(E)**
- Resilient in approach and reliable **(E)**
- Outstanding personal impact, drive, enthusiasm and presence **(E)**
- Self-starter and able to work with minimum supervision **(E)**
- Positive, forward thinking and able to inspire staff within Shaw Trust **(E)**
- Consistent and optimistic attitude **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. To undertake any further training as identified
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
5. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
6. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
7. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be

communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

8. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
9. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
10. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
11. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.