

## Job Description

<b>Job Title</b>	Person Centred Experiential Counsellor for Depression
<b>Service/Department</b>	Counselling
<b>Salary</b>	Trainee CfD - £26,000 pa pro rata Qualified CfD - £28,080 pa pro rata
<b>Hours</b>	37.5 hours per week - part time hours considered – possibly some evening work
<b>Base</b>	Colchester / Clacton-on-Sea
<b>Responsible to</b>	Counselling Manager

### Job Summary:

Provide therapy for clients presenting with mild to severe depression. To provide appropriate clinical therapeutic interventions for own caseload and maintain associated records. To work independently and with autonomy within defined operational policies and procedures, with support from the Counselling Manager and to perform in accordance with BACP Ethical Framework.

### Key Responsibilities:

- To provide counselling sessions for clients with mild to severe depression using the Person-Centred Experiential model and utilising highly developed interpersonal and communication skills to overcome barriers to understanding or acceptance in dealing with highly complex and sensitive client issues
- To implement treatment of care and therapeutic interventions, adjusting treatment in response to changing needs of clients
- To effectively liaise with other team members regarding client care and treatment
- To effectively liaise with appropriate healthcare staff, including referrers, carers and family members
- To attend clinical supervision as per Mid & North East Essex Mind policy
- To effectively manage own digital caseload of clients, and provide regular feedback to the Counselling Manager in line management supervision
- To meet treatment needs as set out by the Manager.
- To utilise appropriate outcome measure tools in accordance with the service operational policy and IAPT minimum data set requirements
- To be aware of risk issues and report any concerns to the Counselling Manager, safeguarding lead or other relevant parties in a timely manner
- To ensure Patient Experience Questionnaires are completed for all clients completing treatment
- To complete initial telephone assessments with clients and make analysis of suitability for treatment.

### Professional Responsibilities

- To work with clients independently, and in accordance with organisational policies and procedures.
- To manage own caseload of 5 clients per day.
- To attend regular clinical, managerial and caseload supervision
- To maintain the highest standards of clinical record keeping including electronic data entry and recording in accordance with Organisational policies and procedures
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- To work towards or maintain BACP professional accreditation
- If required work towards PCE Counselling for Depression qualification.
- Any other duties commensurate with the post and grade.

**Educational and Research Responsibilities**

- To attend Counselling for Depression training if not already qualified
- To assist in collection and submission of client feedback
- To attend continual CPD
- To participate in projects on counselling processes and procedures to benefit the service
- To attend all mandatory and essential training as per Mid & North East Essex Mind Policy

**Information Technology**

- To maintain client information, case notes/risk assessments
- To update client records efficiently and appropriately
- To have good computer/IT skills

**Organisational values:** *Post-holders should be able to demonstrate the following:*

<b>Value</b>	<b>Phrase</b>
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

**General:**

- *The post holder will be required to participate in the assessment of risk and thereby contribute towards clinical and corporate governance agenda as appropriate.*
- *The post holder must maintain the confidentiality of information about clients and other services, in accordance with the charity's policy.*
- *The post holder will participate in regular supervisions and an annual staff appraisal.*
- *The post holder will be expected to keep themselves up to date on all matters relating to Mid and North Essex Mind's procedures and policy.*
- *The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or the charity, reporting any potential risks to life or property immediately in accordance with the charity's Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely.*
- *Refrain from smoking in any area of the premises not designated a smoking area.*
- *Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development.*

- *The charity is committed to Equal Opportunities for all present and potential members of staff and clients. Therefore the charity expects all employees and volunteers to understand, support, and apply this policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration*
- *Co-operate with all staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity's image and win increased support for its work*
- *Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your direct Line Manager*

**Person Specification**

**POST: Person Centred Experiential Counsellor for Depression**

Category	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ol style="list-style-type: none"> <li>1. Diploma in Person Centred or Integrative Counselling</li> <li>2. BACP Accreditation / working towards Accreditation</li> <li>3. BACP membership</li> <li>4. Qualification in Counselling for Depression or willingness to undertake training.</li> </ol>	<ul style="list-style-type: none"> <li>• Remote counselling qualification</li> <li>• Degree in Counselling</li> </ul>
<b>Experience</b>	<ol style="list-style-type: none"> <li>5. Minimum of 2 years' experience of counselling/ psychotherapy post qualification.</li> <li>6. Experience of managing own counselling / psychotherapy case load.</li> </ol>	<ul style="list-style-type: none"> <li>• Time limited counselling</li> </ul>
<b>Skills, Abilities &amp; Knowledge</b>	<ol style="list-style-type: none"> <li>7. Ability to demonstrate effective counselling skills</li> <li>8. Ability to work as a team member</li> <li>9. Ability to work within organisational boundaries</li> <li>10. Maintain professional standards of competency, confidentiality and conduct consistent in line with BACP ethical framework</li> <li>11. Ability to travel throughout the Colchester and Tendring area</li> <li>12. Good IT skills including MS Office Applications</li> </ol>	<ul style="list-style-type: none"> <li>• Using electronic case management system</li> </ul>
<b>Personal Characteristics</b>	<ol style="list-style-type: none"> <li>13. Good interpersonal skills and able to communicate easily with clients, team members and management</li> <li>14. Flexible, creative and responsible approach</li> <li>15. Understanding of and commitment to organisation values</li> <li>16. Positive approach to change and ability to adapt readily to new demands</li> </ol>	