Job Profile School Counsellor

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| Reporting to | Therapeutic Services Schools and Community Manager | Job Level: |
| Service Area | Therapeutic Services | - Entry level/Ancillary  - Service Delivery  - First Line Manager/Qualified Practitioner/ Specialist  - Manager/Clinical Supervisor/Senior Specialist  - Senior Operational Management  - Strategic Leadership |
| Location | Burstow Primary School – Horley, Surrey | |
| Contract | Permanent – term time only | |

# Where you fit

# Job purpose

YMCA Dialogue is a BACP Accredited service, providing counselling services in schools since 1994. The postholder will be expected to establish and manage an easily accessible, ethical counselling service within the school setting and provide a high standard of clinical counselling provision to children and young people.

# About us

We help children and young people have a fair chance to be who they want to be. We do this by providing a safe home, increasing life skills and self-confidence, and improving emotional wellbeing and mental health. Each year, we support thousands of children and young people up to the age of 25 across Sussex and Surrey. We offer support in three service areas:

• Housing provision and sustaining accommodation

• Specialist information, advice and support

• Emotional wellbeing and mental health

We are a member of the YMCA Federation of England & Wales and are guided by their vision of ‘transforming communities, so all young people can belong, contribute & thrive’. This vision reflects the original Christian foundation of the YMCA movement, but with a clear emphasis on being an inclusive organisation.

**Our values** - we do what’s right, we work with heart, and we build real connection - guide us in all our actions.

A close-up of a sign

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**Responsibilities**

1. To comply with all YMCA DLG policies and procedures (in particular: Safeguarding Children and Adults, and Diversity & Inclusion), and always abide by the Code of Conduct.
2. To work at all times within the BACP Ethical Framework for the Counselling Professions.
3. To maintain individual membership of the BACP and to become a Registered Member (or other professional body such as HCPC).
4. To complete YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity.
5. To attend Dialogue continuing professional development and training events and be committed to team events.
6. To carry out initial clinical and risk assessments and establish appropriate referral pathways with other services where appropriate. In primary schools, initial assessments are conducted with parents/carers. To continually assess risk throughout each student’s counselling.
7. To follow YMCA Dialogue safeguarding procedures; to know who the School’s Designated Safeguarding Officer/s is and how to contact them when a safeguarding concern arises; to discuss safeguarding concerns with the line manager or YMCA Safeguarding Lead and to take safeguarding concerns to clinical supervision.
8. To run a suitable appointment system flexible to the needs of the school, offering students appropriate assessments and counselling appointments; and to manage the tight time boundaries of the role and the often complex and varied workload. To liaise with school staff over referrals, waiting lists and appointments.
9. To refer to the Dialogue Helping Children & Young People Mental Health Thresholds Framework and use in discussion with line manager to consider referrals.
10. If there is another Dialogue Counsellor working in the school, to liaise with them over referrals, waiting lists and appointments.
11. To be familiar with external mental health pathways to support children and young people e.g. wellbeing services, Primary Mental Health Workers, CAMHS, GPs.
12. To attend regular line management meetings with the line manager. To bring any areas of concern to the line manager. To consult with the line manager if the school asks for services in addition to the individual face-to-face counselling or any possible funding concerns.
13. To attend regular clinical supervision with the assigned Dialogue clinical supervisor. To not take Dialogue client work to any other clinical supervisor.
14. To keep suitable case records according to Dialogue policy and using the designated Dialogue systems, comply with legal and other requirements, ensuring that all project case records and files are maintained and securely held.
15. To carry out administrative tasks associated with the counselling service, including monitoring and evaluation tools.
16. Carry out any other appropriate duties as directed by the manager to support and promote the work of YMCA DLG in accordance with the post holder’s capabilities.
17. To take part in and encourage service user participation in accordance with YMCA DLG policy.

# General

1. Work to our vision, mission and values.
2. Be committed to continuing professional development and utilise Clinical Supervision as part of leading Psychologically Informed practice.
3. Comply with our policies and guidelines on safeguarding, health & safety, data protection and equity, diversity and inclusion, attend mandatory training, and abide by our Code of Conduct.
4. Carry out any other duties as may reasonably be required by YMCA DownsLink Group, including deputising as appropriate in areas relevant to own responsibilities.
5. Work in a team and work independently.

# Person Specification

## Qualifications and Training

* Counselling or Psychotherapy qualification, minimum Level 4 and ideally Level 6
* Two years’ post qualifying experience in individual counselling or therapy with young people
* BACP Membership; BACP Registered or Accredited. Or other professional body e.g HCPC
* Evidence of continuing professional development

## Knowledge and experience

* A strong team player who can support and challenge colleagues appropriately
* Proven experience in safeguarding children and young people; responding to, managing and referring safeguarding issues
* Individual counselling with children and or young people to include working with risk
* Working creatively in sessions, as well as ‘talking therapies’ e.g. play, art, sand tray
* Working in a school
* Working in a multi-agency setting
* Working independently as well as in a team
* Working with time limited counselling
* Experience of being in counselling yourself
* A demonstrable understanding of Safeguarding Children
* A sound understanding of child development theory
* A sound understanding of Attachment theory
* An understanding of equal opportunities as it applies to the context of this post
* Knowledge of local statutory and voluntary agencies

## Skills and abilities

* Excellent interpersonal attitude and excellent verbal communication and written skills
* Good IT skills e.g. using email, the Internet, mobile devices, word processing, attaching documents to emails etc

# Declaration

I confirm that I have read, understood and agree to the expectations of the role as outlined in this job profile:

**Name: Signed: Date:**