Job Profile

Wellbeing Counsellor and Autism & Learning Disabilities Specialist

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| Reporting to | Brighton & Hove Wellbeing CYP Lead / Line Manager |
| Service Area | Therapeutic services | Job Level:- Entry level/Ancillary- Service Delivery- First Line Manager/Qualified Practitioner/ Specialist- Manager/Clinical Supervisor/Senior Specialist- Senior Operational Management- Strategic Leadership |
| Location | Reed House, Hove, East Sussex |
| Contract | Permanent |

# Where you fit:

**Job Purpose:**

As part of the Brighton & Hove Community Wellbeing Service for children and young people in the City, your role will be to provide assessments, counselling treatment and group work support for young people aged 4 years and above. The role is integrated with the within the CYP Wellbeing Service and the post holder will be required to work with the Counselling Leads, Team Manager, and triage team to support children / young people accessing provision within the emotional well-being and mental health pathways.

Wellbeing Counsellors play a key role in providing early mental health and wellbeing support for children and young people in community settings and are part of the Children and Young People’s Improving Access to Psychological Therapies programme (CYP IAPT).

Autistic spectrum / learning disabilities counselling has been adapted to ensure it is accessible for autistic children and young people and or children and young people with Learning disabilities. This offer is to support client aged 4 to 25 years who have a diagnosis.

**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:

* **Emotional wellbeing and mental health**
* Housing provision and sustaining accommodation
* Specialist information, advice and support

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 foundation of the YMCA movement, but with a clear emphasis on being an inclusive organisation. Our values - we welcome all, we inspire, we support, and we speak out - guide us in all our actions.

**The CYP Wellbeing Service** provides mild-to-moderate mental support for children and young people in Brighton & Hove. It is delivered by YMCA Downslink Group in partnership with Sussex Partnership NHS Foundation Trust (SPFT).

**Responsibilities**

1. Carry out individual counselling assessments to children & young people in local settings and to support allocation to the relevant treatment option.
2. To work closely with the Counselling Leads and Wellbeing Team Manager and wider team to ensure high quality delivery of service.
3. To deliver 1-1 and group work counselling sessions to children and young people with Autism and/or Learning Difficulties (LD) within the Wellbeing Service.
4. To deliver 1-1 and group work counselling sessions to young people waiting for counselling support within the Wellbeing Service.
5. To support the signposting/referral of vulnerable young people to other services including CAMHS, AMHS, GP, School Counselling, Social Care, Early Help and MASH where appropriate.
6. To fully comprehend and work within YMCADLG’s Safeguarding Children & Vulnerable Adults policies and procedures at all times and understand how this fits with the Risk Management Protocol of the wider Wellbeing service.
7. To work within the framework of a time-limited therapeutic model.
8. To work within the BACP Ethical Framework and to uphold the clinical standards that are expected from a BACP Accredited Counselling Service.
9. Supporting timely processing of referrals to the service as part of the triage team, including willingness to develop triage skills, supported with appropriate training and support.
10. To attend regular clinical supervision with the assigned clinical supervisor.
11. To report back to the Counselling Lead or Team Manager on a regular basis on the progress of the provision, and to raise any areas of service excellence or concern.
12. To establish a strong working relationship with Wellbeing Service colleagues.
13. Liaise with partners in the Wellbeing Service and other young people’s services in the City to help co-ordinate the effective frontline delivery of counselling services to children & young people.
14. To be flexible to respond to the evidenced needs of service users by delivering services that are not restricted to a 9am-5pm timetable that could include twilight/early evening appointments.
15. To work systemically, e.g. liaise with and include parent/carers, educators, health professionals when appropriate and as agreed by the client.
16. To actively promote participation and for all service users to be offered the opportunity to have a voice, get involved and to influence operational and strategic direction within YMCA DownsLink Group.
17. To use an online clinical system for recording interventions and any work relevant to the young person in an appropriate, professional and diligent manner.
18. To contribute to and be part of the Wellbeing Service as part of YMCA DownsLink Group and attend line management meetings, team meetings and CPD events as required. Working constructively as part of a team and being involved in the development of good practice.
19. To carry out, from time to time, any other appropriate duties in line with capabilities as directed by the line manager to support and promote the work of the project.
20. To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.
21. To attend YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity.
22. To attend appropriate continuing professional development and training events and be committed to team events.
23. To ensure therapeutic areas and appropriate materials are prepared for use in activities, assessing potential risk
24. To be responsive to service users’ needs and choices; and uphold their right to be treated with dignity and respect
25. To form professional relationships with clients and communicate with them in a way that respects their views, autonomy and culture
26. To monitor and record progression, highlight concerns in a timely manner, and report any perceived changes in service users’ wellbeing within Supervision.
27. To demonstrate effective communication skills in discussing highly sensitive and complex information appropriately, this may include people who are neurodiverse, are in crisis, or have difficulties processing information.
28. To provide relevant information, written and verbal, for documents relating to clients’ progress under supervision
29. Report regularly to the clinical supervisor and line manager on progress with clients personally working with
30. Make good use of clinical supervision to discuss casework, make plans for action, reflect on and implement best practice
31. To record clinical notes according to local and professional standards, on an electronic clinical database, in a timely manner.
32. To ensure that up to date written and electronic records are maintained in accordance with professional and YMCA Downslink Group standards
33. To respect the individuality, values, cultural and religious diversity of clients and contribute to the provision of a service sensitive to these needs
34. To participate in the induction, training and education of students and other staff in this setting
35. To participate in the dissemination and sharing of information and skills with staff, students and volunteers
36. Undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process
37. Exercise good personal time management, punctuality and consistent, reliable attendance
38. To be responsible for the care and cleaning of any equipment and materials used in service user activities
39. To ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and to make sure that they are asked about how they would prefer information; to ensure special information requirements (e.g. large print, language, braille etc.) are clearly recorded on their files and that their needs are met

**General**

1. Work to our YMCA Downlink Group vision, mission and values
2. Be committed to continuing professional development and utilise Reflective Practice Supervision as part of leading Psychologically Informed practice

**Person Specifications**

**Knowledge and experience**

* Experience in individual counselling with children and young people (aged 4+)
* Experience in counselling children and young people with Autism and Learning Difficulties
* Training / experience in working with children with communication difficulties, including Autism and LD
* Experience and/or knowledge of local statutory and voluntary agencies
* Experience of working in a community setting
* Experience of carrying out assessments
* Training / experience in using play and creative techniques in therapy
* Experience / ability to work autonomously, including working remotely.

**Skills and abilities**

* Ability to establish and maintain empathic, supportive relationships with people in significant distress with their families and/or carers
* Willingness to receive, understand and communicate confidential client information of a sensitive and often complex nature, including discussing care with family members within boundaries of confidentiality.
* Proficient to communicate in a sensitive and reassuring manner, with empathy, and where appropriate reassurance
* Able to make good use of clinical supervision in a group and/or individual format
* Skilled in liaising with other teams and services including external agencies as required for the wellbeing of service users
* Proficient to assist in assessment of young people's mental health and make appropriate decisions regarding treatment or referral to other services.
* Competent to assess and manage risk in accordance with Service protocols and procedures and with support of senior leadership team / supervisor.
* Ability to analyse and synthesise multiple sources of information to contribute to the team’s understanding and formulation of service users’ difficulties and development of a multi-disciplinary care plan
* Willing to assist in planning and delivering Counselling to meet people’s health and wellbeing needs
* Skilled in prioritising workload according to changing needs and the priorities of the team
* Able to assist in maintaining own and others health safety and security
* Monitor and maintain physical and/ or financial resources for a work area
* To be able to use basic computer skills to collect, collate and report on client’s progress daily.
* Able to deal with a range of clients presenting with mental health difficulties, their supporters and the clinical team daily.
* Disciplined to concentrate on specific activities for up to an hour at a time.
* Able to deal with conflicting demands in an unpredictable work pattern.
* Competent to work flexibly and adapt to each person as appropriate to their needs in a variety of settings.
* Skilled to deal directly with distressing or emotional circumstances when they arise
* Adept to work in a variety of settings dependent on client need including the community which may include occasional unpleasant working conditions
* Able to manage own diary and time autonomously in line with service requirement

**Qualifications and Training**

* Graduate or Post Graduate level Counselling Diploma (of 2 years minimum duration including personal counselling or psychotherapy)
* Post Graduate Diploma- CYP IAPT Autism Spectrum Conditions and Learning Disabilities, or CYP Psychological Therapies for autism and learning disabilities (renamed in 2025).
* BACP Accreditation/eligibility for accreditation or BACP Registration or accredited with other relevant professional bodies (UKCP/HCPC)

# Employee 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:**