

## Burton and District Mind

### Bank Counsellor

**Sessional work, flexible working hours (a minimum of 3 hours) Competitive fee - £26 per hour**

**Face to face sessions with some remote working from our office at Burton Mind**

**Working within mental health settings, Supporting general mental health problems**

Our high performing team provides a range of effective evidence based treatments for people with common mental health problems in primary care, focusing on anxiety disorders and depression.

The post holder will work with people who have a range of emotional and mental health problems that can benefit from counselling in primary care. The post requires some flexible working which will include occasional out of hours to cover client requirements.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

For an application pack please visit our website <https://www.burtonmind.co.uk/practitionerjobs>, for informal information regarding the job telephone 01283 566696, Completed application forms and CV to be sent to [Jobs@burtonmind.co.uk](mailto:Jobs@burtonmind.co.uk)

**Closing date for applications: Thursday 29th February 2024,  
Closing date may be sooner due to demand.**

**Interviews held: Thursday 7th March 2024, Interviews may be sooner due to demand.**

## Bank Counsellor

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	Post Graduate Diploma in Counselling or Equivalent (Person centered/Humanistic/Integrative) or other qualifications related to Counselling	BACP membership or equivalent counselling professional body	Application form / interview / assessment
<b>Experience</b>	<p>Experience of minimum 2 years Post Qualification of providing counselling to clients with a range of Mental Health problems ( Students will not be considered)</p> <p>Working with Young people 16+ ages, in a school or college setting.</p>	<p>Experience of providing counselling within voluntary sector or statutory services</p> <p>Experience of supervision within BACP framework</p>	Application form / interview / assessment
<b>Knowledge and skills</b>	<p><b>Skills</b></p> <p>Excellent competencies in the provision of Humanistic/person-centered/integrative counselling</p> <p>Good self-management skills/ability to work independently.</p> <p>Planning and organisation of records and data in line with data protection legislation</p> <p>Good oral and written communication skills</p> <p>IT skills including Word Processing; excel</p> <p>Ability to assess needs of client and signpost to other services as appropriate</p> <p>Ability to maintain statistics and client records for monitoring and evaluation</p> <p><b>Knowledge</b></p> <p>Knowledge of BACP Code of Ethics</p> <p>Knowledge of counselling programmes, NICE Guidelines for common mental health problems, Stepped-care model</p> <p>Ability to share expertise within parameters of confidentiality</p>	<p>Ability to present cases, both in supervision and to colleagues within a team, to make decisions on suitability and treatment, according to NICE guidelines and evidence-based protocols.</p>	Application form / interview / assessment

## Bank Counsellor

### Counsellor Job Description and Person Specification

**Job title:** Bank Counsellor

**Reports to:** Operational Manager

#### Organisational Chart (*Responsible to/Accountable to/Responsible for*)

Operational Manager



Bank Counsellor

#### **Job Summary:**

The post holder will work with people who have a range of emotional problems that can benefit from counselling in primary care.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.

#### **Key Duties and Responsibilities:**

##### **Clinical:**

- Accept referrals via agreed protocols within the service.
- To implement and evaluate a contracted /agreed number of counselling sessions with clients, based on appropriate conceptual framework of the client's problems and drawing upon evidence based practice.
- Adhere to an agreed contract relating to the number of client contacts offered and clinical sessions carried out per week in order to minimise waiting times and ensure treatment remains accessible and convenient.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment where appropriate.
- Complete all standard requirements relating to data collection within the service.
- Keep coherent records of all clinical activity in line with service protocols.
- Assess and integrate issues surrounding work and employment into the overall therapy process, liaising with employment advisors where available.

- Assist with clinical audits of service performance, including service user surveys and evaluations and help to collate and disseminate results for feedback.
- Work flexibly to provide the best service possible to clients - this will involve working at least one evening session per week.

### **Training and Supervision:**

- To provide advice and consultation to other members of the service in order to aid decisions about the appropriate allocation/treatment of clients as necessary.
- Bank counsellors using counselling skills should have appropriate clinical supervision adequate to their needs this should be based on BACP guidelines of a minimum of 1.5 hours per month provided by an appropriately qualified supervisor.
- In line with professional guidelines receive regular Clinical supervision from a suitably qualified counselling supervisor for a minimum 1.5 hours every month.
- Attend and participate in mandatory training.

### **Professional:**

- Work in line with Burton and District Mind's current practices, policies and ethos, including confidentiality and safeguarding.
- To adhere to all relevant British Psychological Society (BPS) or British Association of Counselling and Psychotherapy (BACP) codes of practice.
- To maintain an awareness of current knowledge and practices in Counselling and other disciplines relevant to the service.
- To maintain up-to-date knowledge of legislation, national and local policies in relation to Adult Mental health, Primary Care and wider issues of relevance to counselling.
- To ensure the development, maintenance and dissemination of the highest professional standards of practice, both personally and within the service through active participation in and contribution to CPD training and development programmes, reading journals and regularly reviewing websites.
- To maintain a continuing professional development log as specified by the BACP good practice guidelines.
- To ensure the highest standards of clinical record keeping, including electronic data entry and recording.
- To ensure confidentiality of clinical records in line with relevant professional codes of practice and organisational policies, procedures and guidelines.

- Attend staff meetings, team meetings etc. as required by Burton and District Mind Undertake any duties as required by Burton and District Mind to maintain an efficient and client-centered, and friendly service.

### **Research and Service Evaluation:**

- To utilise theory, evidence-based literature and published research to support evidence-based practice.
- To undertake applicable, formal research within own specialist as resources permit.

### **Specialist/Technical Requirements**

- Utilise clinical measures with clients to inform and aid in the planning and delivery of therapy
- Record all clinical sessions, measures, appointment diary and other information, and keep this up to date.
- Use computer software packages such as Microsoft Outlook and Word to communicate and manage team diaries.

### **General:**

- To contribute to the development of best practice within the wider service.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- All employees have a responsibility and legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998), GDPR and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- This job description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.