



RE: INFORMATION FOR APPLICANTS

Thank you for the interest you have shown in working for East Belfast Community Counselling Centre. I have enclosed an information pack for you, including:

- Application form
- Role Outline
- Essential & Desirable Criteria
- Equal Opportunities monitoring form and cover letter

This information should help you complete the application form and I would like to draw your attention particularly to the **essential and desirable criteria and declarations section**. This document lists the skills, abilities and experience we believe necessary for a person to carry out the role effectively.

We decide whom to invite for interview by comparing what you tell us in your application form with what we have asked for in the essential and desirable criteria. If you decide to apply for work with East Belfast Community Counselling Centre please ensure that you clearly show how you meet each individual criteria. **All applications forms must be typed and emailed, a CV will not be accepted.**

The closing date for receipt of completed application forms is **4pm on Friday 15th December 2017**. When short-listing has been completed, you will be advised of the outcome of your application and if you have been invited for interview full details will be provided.

Thank you for your interest.

Yours faithfully,

Roberta Richmond
CEO



Job Description

Job Title	Part-time Counsellor – 6-month contract
Location	East Belfast
Reports to	Chief Executive Officer
Salary	NJC Scale 26 – 28 (£24,174 pro rata)
Annual Leave	25 days per annum plus statutory days (pro rata)

Job Purpose

This is an exciting opportunity for an experienced qualified counsellor to join our team, delivering counselling, CBT and therapeutic services to service users. The post is for a 6-month period, with potential for extension depending on funding.

MAIN DUTIES

1. Provide counselling for clients who have mental health issues within the project and continuously assess, monitor and review risk behaviour.
2. Carry out comprehensive clinical assessments with all referrals to the project and updated risk assessments when necessary.
3. Implement project monitoring and evaluation systems within the project and contribute to analysis of outputs and outcomes ensuring on-

going informed service improvement, annual review and systems update.

4. Establish excellent working relationships with all EBCCC staff and project team members through induction, joint training, team meetings and project development.
5. Forge and maintain productive relationships with all referrers including establishing community based sites from which services can be provided.
6. Ensure safety and clinical efficacy are the benchmarks by which your clinical practice becomes known.
7. Establish the role, inspiring confidence with your colleagues and referrers by your responsive, comprehensive capacity to deliver services in keeping with our service level agreement.
8. Ensure you are familiar with relevant local statutory, community and voluntary sector resources in order to assist with recommendations around signposting and referral-on to other services.
9. Effectively manage a case load, maintaining your BACP or other relevant accreditation and clinical practice requirements, enabling current understanding of mental health issues.
10. Have a working knowledge of EBCCC policy and procedures, ensuring you keep abreast of developments, and identify areas for improvement.
11. Implement project monitoring and evaluation systems within the project and contribute to analysis of outputs and outcomes ensuring on-going informed service improvement, annual review and systems update.
12. Prepare for, attend and fully participate in monthly line management, clinical supervision, team meetings, clinical away days and staff training days.

13. Provide regular written reports on project development, including statistics, child and vulnerable adult protection and consultation issues.
14. Keep up to date counselling/creative therapy notes and client records in compliance with EBCCC policy and procedures.
15. Effectively access support and consultation structures, including line management supervision, clinical consultation on risk and child/vulnerable adult protection issues and avail of regular clinical supervision.
16. Utilise line management and peer support systems for effective information sharing, mutual accountability and quality assurance.
17. Work collaboratively within the team, effective clinical decision making, making best use of resources and working proactively to achieve agreed project targets.
18. Build and sustain relationships with referral agencies on a continual basis for effective internal and external information sharing and development of referrals pathways.
19. Ensure prompt and efficient recording of referral, assessment and ongoing client information on appropriate proformas, including clinical notes, client evaluation tools and on relevant databases.
20. Ensure prompt and efficient recording and return of travel, timesheets, statistical data and line management activity reports, project monitoring and evaluation including written reports as requested.
21. Engage in therapeutic training and other mandatory bespoke in-house training opportunities.
22. Maintain regular communication with the organisation (e.g. email, telephone, texts) in order to be accessible for urgent messages.
23. Carry out duties as may be required from time to time in negotiation with Chief Executive, or Clinical Lead.



COMMUNITY COUNSELLOR

PERSONNEL SPECIFICATION

ESSENTIAL

1. Diploma in Counselling from a recognised awarding body (300 hr theory and clinically supervised practice)
2. Experience of addressing the therapeutic issues associated with mental ill health.
3. At least two years post qualifying counselling experience, clinically supervised in a formal setting totalling a minimum of 200 hrs
4. Ability to work flexible hours when required.
5. Excellent oral / written communication skills and IT competence to include Microsoft Office.
6. A current Driving Licence and access to a car – this criteria will be waived in the case of an applicant whose disability or circumstances prohibits driving but who is able to organise alternative arrangements.
7. Committed to working towards counsellor accreditation with recognised body such as BACP or IACP
8. Hold a CPCAB Level 5 CBT Diploma

DESIRABLE

1. Experience of administering clinical outcome measurement tools e.g. CORE.
2. Experience of liaising with statutory, voluntary and community organisations.
3. Experience of working with adults with a diverse range of presenting therapeutic issues.
4. Awareness of Child and Vulnerable Adult Protection

5. Optimistic, realistic and professional demeanour, underpinned by entrepreneurial, upbeat, can-do attitude, at all times courteous and respectful to colleagues and service users and their representatives.
6. A qualification in Life Coaching.

