**Counsellor**

**Job Description**

**Post:** Counsellor

**Location:** Enniskillen

**Reports to:** Care Team Manager

**Hours:** 25 hours per week, including some outreach work inclusive of evenings and weekends

**Salary:** £18,547.00

**Employment Status: Part-time**

**Holidays (FTE):** 28 days plus 11 public holidays pro-rata

**Probationary Period:** 6 months

**Pension:** PIPS is a member of NEST Pension Scheme. The Scheme is open to all employees aged between 22 and state pension age.

**Notice Period:**  1 month

**PIPS Mission Statement**
PIPS is a community-based charity that supports and promotes positive mental health for anyone who has been affected by suicide or self-harm

**PIPS Vision Statement**
“Saving Lives and planting seeds of hope”

**Core Areas of PIPS work**

* Mental Health crisis intervention care services
* Mental health, suicide awareness and stress management training
* Events and fundraising activities

**Description of the Role**

* They will comprehensively assess the needs of their client base
* They will deliver face to face safe and confidential counselling sessions on a flexible basis meeting the needs of the clients
* They will attend monthly individual/group clinical supervision to support this service
* They will promote and manage effective communication with clients and related agencies whilst maintaining boundaries of confidentiality
* They will contribute to/work as a member of the Care Team

**Main Duties and Responsibilities:**

1. To assess the counselling suitability needs of clients who have been referred to PIPS, ensuring clear boundaries and explaining PIPS policy on protecting everyone’s mental health.
2. Showing warmth, acceptance and honesty during counselling sessions to create a trusting relationship between client and counsellor so that it is possible to explore problems, clarify issues, focus and prioritise difficulties, challenge behaviours wherever necessary and promote change
3. Assist clients to define goals, plan actions and promote change
4. To select appropriate therapeutic intervention and make decisions regarding referrals
5. Provide appropriate therapeutic intervention for the same, to include:
* *Short term one-to-one counselling (via face to face, telephone or webcam)*
* *Crisis intervention*
* *Co-facilitation of group work programmes for young people in conjunction with youth staff in a variety of settings*
1. To assess risk of harm to clients and take appropriate action.
2. To inform referrers, and other appropriate health care professionals involved, of outcome of assessments and service(s) for which the client is referred.
3. To administer CORE Outcome Measures.
4. Provide monthly progress reports on all activities undertaken
5. To keep accurate, up to date records on PIPS Tracker of all clients to whom PIPS provide a service. Maintain and ensure storage of records in accordance with PIPS’ professional and confidential procedures
6. To evaluate the impact of all work undertaken and to contribute to the overall evaluation of the organisation
7. Implement monitoring and evaluating systems and procedures to ascertain client satisfaction and service impacts
8. To adhere to all PIPS policies and procedures and observe and carry out Health and Safety procedures in respect of oneself, colleagues and the public. In the event of a serious risk, take immediate action to reduce this risk, informing safeguarding officer
9. To regularly attend clinical supervision in accordance with policy and procedures
10. To work in line with current safeguarding requirements and policies, in accordance with the current NI legislation and all other legislative frameworks relevant to your work
11. To work in line with the BACP good practice guidelines
12. To assist in the development of a referral process for clients to other appropriate support systems, within the voluntary, statutory and community sectors
13. To keep abreast and informed of new research, developments in practice, emerging programmes and changes in social policy, affecting clients
14. Ensure adherence to the Ethical Framework for good practice in counselling
15. Achieve the highest standards of safeguarding for families, children, young people and vulnerable adults who come into contact with PIPS services
16. To liaise, develop and maintain effective communication with other organisations in the voluntary, statutory and community sector, in the promotion of the service, and to ensure that the services we offer are targeting those most in need
17. To work alongside management implementing individual and group programmes of care involving the clients social, emotional and physical welfare
18. To participate in events, meetings, conferences and training, as required by the organisation or line manager
19. Carry out training as and when required and attend training sessions as required.
20. Participate in staff, team and project meetings on a regular basis. To attend a personal review and appraisal meeting
21. Work flexible hours to meet the needs of the organisation, which will include evenings, weekends and residential events
22. Facilitate the creation of a relaxed and friendly environment which will maintain and enhance the quality care to each client and maximise their opportunities for choice
23. Be responsible for both personal and professional attitude and behaviour when interacting with fellow colleagues and service users
24. To publicise and promote the aims and objectives of the organisation
25. Liaising with Care Team Administration to ensure adequate supplies of stock to the service
26. Communicate effectively with other professionals who also provide services to clients
27. Observe and carry out health and safety procedures in respect of oneself, colleagues and the public
28. To keep accurate statistics of all clients to whom PIPS provide a service
29. Promote Equal Opportunities in all areas of work
30. To continue to participate in ongoing/professional development opportunities
31. Develop good relationships with staff and volunteers throughout PIPS.
32. Manage your own time effectively to achieve deadlines.
33. Suggest and present ideas for improvement and be actively involved in their planning, implementation and evaluation.
34. Plan and organise own work to achieve results that are aligned to personal and corporate objectives.
35. Have knowledge and understanding of, and contribute to, PIPS’ strategic objectives and how your role and personal objectives contribute to their achievement.
36. Contribute effectively to a cost conscious and value for money culture including awareness of, and adherence to PIPS’ budget.

**Other Duties**

The duties and responsibilities of this job description are neither definitive or restrictive and can be modified to meet the changing needs of the organisation. You will be required on occasions to contribute flexibly across the work of PIPS, performing duties in other areas of work commensurate with the role as required. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are always expected to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

**General**

1. Members of staff are expected to treat those with whom they come into with in a courteous and respectful manner in accordance with the Dignity at Work Policy.
2. Staff are expected to demonstrate their commitment to PIPS by their regular attendance and the efficient completion of all tasks allocated to them.
3. All staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
4. All staff must co-operate with others on health and safety and not interfere with or misuse anything provided for their health, safety or welfare.
5. All staff must follow the training they have received when using any work items given to them.
6. PIPS is committed to equality of opportunity and to selection based on merit. All PIPS staff are required to adhere to PIPS’ Equal Opportunities, Equality and Diversity policies and associated procedures throughout the course of their employment.
7. All PIPS staff will endeavour to ensure the on-going confidence of clients, public and wider stakeholders in PIPS Service provision.
8. All PIPS staff will maintain high standards of personal accountability.
9. All PIPS staff must ensure adherence to legislative and regulatory requirements including compliance with all PIPS policies and procedures and those of external regulators.
10. This role requires the post holder to undergo a check via Access NI.
11. This role requires the post holder to have a full current driving licence enabling the holder to drive throughout Ireland and have the use of a vehicle for official purposes or have access to a form of transport that will enable the post holder to meet the requirements of the post in full.
12. All Staff must adhere to the ethos of PIPS and display attitudes and appropriate behaviour, respecting the rights and responsibilities of others.
13. All staff must provide a caring service and treat those with whom they come into contact in a courteous and respectful manner and always communicate in a professional manner.
14. All staff must carry out their duties and responsibilities in a manner which assures clients, colleagues and public safety.
15. All staff must ensure client’s confidentiality is upheld at all times unless the safety of the client or someone else will be harmed, this should only be discussed with the Care Team Manager.
16. All staff must demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
17. All staff must evaluate the impact of all work undertaken with the emphasis placed on reflective practice.
18. All staff must contribute to the overall evaluation of the organisation.
19. All staff are required to promote and support the vision, mission and values of PIPS.
20. All staff are expected to participate in an effective and continuous development process, taking responsibility and ownership for supervision, appraisal and personal learning and development.
21. All staff are expected to ensure the safeguarding of vulnerable adults and children.
22. All staff are expected to act in accordance with the provisions of the Data Protection Act 1998, GDPR Act 2018 and Smoke Free Policy.

**Specification :**

**Essential Criteria**

Professional qualification in counselling (minimum Level 4)

Have a minimum of 100 hours post qualification experience of working with adults

Registered member with BACP, IACP or NCPS

**Desirable Criteria**

Previous experience of managing team