

Job Description

Job Title	Counsellor (20 hrs per week)
Location	124 Stewartstown Road, West Belfast
Reports to	Lenadoon Counselling Service Coordinator
Gross Salary	£36,426 per annum based on 37.5 hr post (pro rata)
Annual Leave	22 days per annum plus statutory days (pro rata)

JOB PURPOSE

Working as part of a dedicated staff team, the Counsellor will help develop and deliver high quality counselling, CBT and therapeutic services to people referred to Lenadoon Community Counselling Service via a range of referral pathways.

MAIN DUTIES

1. Provide appropriate therapeutic services to people referred to Lenadoon Community Counselling Service (incl. victims / survivors), continuously assessing, monitoring and reviewing risk (and dealing appropriately with same in line with policies and procedures)
2. Carry out comprehensive clinical assessments for clients prior to counselling adhering to the assessment procedures and protocols within the service
3. Ensure a comprehensive understanding of and maintain high quality, appropriate record keeping in relation to client notes in line with Service policies and procedures. Ensure prompt and efficient and accurate recording of referral, assessment and ongoing client information on appropriate proformas, including clinical notes, client evaluation tools and on relevant databases and electronic systems
4. Implement project monitoring and evaluation systems and contribute to analysis of outputs and outcomes ensuring on-going informed service improvement, annual review and systems updates (incorporating Core, Core Net and others as required)
5. Proactively ensure an up to date knowledge of a wide range of support services available to people across Belfast
6. Where appropriate, advocate on behalf of clients to connect and link them into other relevant services in line with their needs
7. Establish and maintain excellent, professional working relationships with all core staff, sessional counsellors, volunteers, students/placements
8. Forge and maintain productive relationships with referrers from across all sectors through regular, appropriate communication and, where required, attendance at meetings/forums

9. Ensure safety and clinical efficacy in relation to practice at all times and in adherence with Service policies and procedures
10. Maintain effective and professional practices regarding preparation for counselling sessions and assessments, appropriate breaks between sessions, adequate time for all client related paperwork and record keeping in line with Service policies and procedures
11. Where required, provide line management and support to students within the Service (and when deemed appropriate, sessional and bank staff), adhering to Service policies and procedures
12. Fully participate in Continuous Professional Development (CPD) opportunities, especially those required to maintain a high level of service quality (as recommended by Line Manager/Steering Group). This will include therapeutic training and other mandatory bespoke in-house training opportunities
13. Appropriately prepare for, attend and fully participate in monthly line management, clinical supervision, team meetings, clinical away days and staff training days
14. Carry out duties as may be required from time to time in negotiation with Coordinator and Senior Counsellor

PERSON SPECIFICATION

ESSENTIAL

1. A minimum Diploma in Counselling with at least three years of post-qualifying counselling experience in a similar role preferably within a community-based setting
2. A minimum of 300 hours of clinically supervised counselling practice
3. Demonstrable community development experience
4. Flexible and adaptable approach to working hours including at least one evening to support Service needs and development
5. Excellent oral and written communication skills and IT competence to include Microsoft Office
6. Evidence membership of professional body such as BACP/IACP/UKCP/BABCP/NCS
7. Achieved or in advanced stage of achieving accreditation with a professional body (such as BACP/IACP/UKCP/BABCP/NCS) and work towards additional accreditation in line with needs as the Service grows and develops
8. Good working knowledge of the Victims sectors
9. Evidenced professional development in area of trauma
10. Demonstrable experience of administering clinical outcome measurement tools e.g. CORE/CORE Net
11. Experience of liaising with statutory, voluntary and community organisations
12. Experience of working with adults with a diverse range of presenting therapeutic issues
13. Clear understanding and experience of Child and Vulnerable Adult Protection and related issues

14. Prepared to travel to provide counselling at other key locations, where appropriate and agreed with Line Manager
15. Prepared to travel to meetings, where appropriate and agreed with Line Manager
16. Optimistic and professional demeanour, underpinned by a can-do attitude, at all times courteous and respectful to colleagues and service users and their representatives

DESIRABLE

- Life Coaching qualification
- Level 5 CBT qualification
- Level 3 Motivational Interviewing
- Experience of working with clients in a small group setting across a range of related issues
- Art, Play or Music Therapy qualification and experience