



## FT Qualified Counsellor & Group Facilitator (MPFT Project) 5042 Stoke on Trent Job Description

<b>Job Ref.</b>	5042 (please quote on application form)
<b>Hours:</b>	Full-time: 37.5 hours per week 12 month fixed contract Flexible to suit service requirements including evenings
<b>Salary:</b>	£24,170.55 per annum
<b>Lunch:</b>	Half an hour unpaid lunch
<b>Holidays:</b>	29 days and statutory bank holidays
<b>Location:</b>	Requiring travel to outreaches based in either: <ul style="list-style-type: none"><li>• Stoke on Trent;</li><li>• North Staffordshire or;</li><li>• South Staffordshire.</li></ul>
<b>Line manager:</b>	Operations Manager

### **Overview of the Role**

To provide counselling sessions and group support to clients referred via the MPFT Staffordshire Wellbeing project to the Dove Service (TDS) to support them through bereavement, life-changing illness or significant loss. To maintain appropriate client records (including use of client database system) and to utilise assessment tools and service evaluations with all clients to evidence positive therapeutic movement as a result of counselling. To provide ad hoc administration support in the event of DNAs/cancellations/reservations to the MPFT team.

### **Responsibilities include (but are not limited to):**

#### **Counselling & Group Duties:**

1. Maintain registration with the BACP, abide by the BACP Ethical Framework for the Counselling Professions at all times, and in accordance with the BACP Professional Conduct Procedure.
2. Have a detailed working knowledge of the range of services offered by TDS and other organisations to co-ordinate with, signpost and inform clients of other support in the local community, as required

3. Undertake counselling with various client groups (adult, couples/families, LD) at times/days and locations across Staffordshire as required by the Dove Service and maintain a full client caseload at all times.
4. To facilitate group support sessions with clients for whom this service is most appropriate at times/days and locations as required by the Dove Service.
5. Ensure that all client case notes, assessment forms, group support session notes and other documentation are completed in accordance with TDS procedures and are inputted on the client database system once completed.
6. Maintain up to date client records on the client database system, updating any changes to client data which may have been communicated.
7. Complete appropriate assessment tools and service evaluations with each client, in order to guide practice, maintain project targets and demonstrate positive therapeutic movement as a result of counselling/group support.
8. Ensure that all clients are supported on a weekly basis, with arrangements made for any holiday cover/counsellor break of 2 weeks if required.
9. Ensure clients do not exceed the stated number of available sessions and if further sessions are required, that any request for a counselling extension is undertaken in accordance with the TDS procedures and adhered to in all circumstances.
10. Report any client safeguarding concerns to a manager, with completion of appropriate documentation including risk assessments, cause for concerns and safety plans. Providing additional support to ensure clients safety is prioritised at all times.
11. Recognise the needs of clients to access more appropriate services and support, discussing any changes fully with the client and referring them to other MPFT services.
12. In the event of client cancellations, DNAs or reservations, to liaise with colleagues in the MPFT team to provide administrative support, including booking client appointments and rearranging client bookings.
13. Providing advice and guidance to MPFT staff regarding suitability of referrals as and when required.
14. Undertake a minimum of 1.5 hours clinical supervision, with a TDS approved supervisor, per month in line with the supervision policy and procedures of the Dove Service.
15. Maintain a minimum of 30 hours CPD each year in line with BACP membership requirements.

**Other Duties:**

16. Working with MPFT administration teams to book and organise room bookings at MPFT outreach locations for counselling and group sessions.
17. Working in partnership with a multi-agency team representing TDS at all times.
18. Periodically attend CYP and Adult safeguarding training.
19. Ensure adherence to all legislation surrounding services, including all H&S and Safeguarding legislation is complied with at all times.
20. Organise and execute your work in a planned and efficient manner, with reliability, integrity and self-motivation
21. Adhere to the policies and procedures of TDS
22. Act as an ambassador for TDS and to be professional in all his/her activities for the organisation.
23. Carry out any other activities that may be reasonably requested by the CEO, other Managers or Trustees.