

JOB DESCRIPTION

Job Title: Self Harmony Counsellor	Grade/Pay Scale: £9,464
Reports to: Self Harmony Coordinator	Hours: 1 post x 14 hours (days/hours to be negotiated) Fixed term post which will be reviewed March 31 st 2021
Location: Sanford House, Swindon	Self Harmony Service

Job Purpose:

Our Self Harmony Service supports people who are currently engaging in self injury/self-harming behaviours and are looking to stop or reduce their self-harming through 121 counselling, providing sessions during the daytime and some evenings. We are looking to recruit two counsellors to join the Self Harmony team, and the position requires an experienced practitioner (BACP, UKCP or BPC accredited). It is essential to have experience of integrative counselling, along with willingness to embrace and develop a broad range of counselling models. The successful candidate will hold a small caseload of clients and attend counsellor supervision. Self-Harmony Counsellors will also be required to deliver training workshops to promote understanding of self-injury/self-harm and how people can be supported.

Key Accountabilities:

Counselling delivery

1. To undertake assessments and report back to the Self Harm Coordinator for allocation.
2. To maintain and manage own client record systems.
3. To manage a case load of clients, offering sessions in line with Self Harmony policies.
4. To ensure safeguarding procedures are adhered to, and at times attend safeguarding meetings when required.
5. To attend clinical supervision within SG Mind.
6. To ensure counselling is being delivered in line with BACP guidelines and ethical frameworks.
7. To ensure client outcomes are effectively monitored and evaluated, and inputted for quarterly reporting by the Self Harmony Coordinator
8. To write up notes from sessions and record information in line with SG Mind Policies and procedures.
9. To work closely with wellbeing coordinators, informing them of when a client is due to exit and if additional support is required.
10. To work with clients aged 16 years +
11. To ensure CPD hours are met.

Training delivery

12. To work with the Self Harmony Coordinator to deliver Self Harmony training when required.
13. To collect feedback from workshops and report back to Self-Harmony Coordinator.

Monitoring & Evaluation

14. To collect relevant information in line with management expectation to capture, track and monitor performance
15. Maintain accurate, confidential records of individual activity, writing reports and letters, utilising electronic record and other systems available within Swindon & Gloucestershire Mind
16. Report and record within agreed timeframes, all activity relating to information reporting and performance requirements

17. To provide timely reporting and monitoring for the service manager and CEO for reporting to stakeholders and commissioners

Support & Advice

18. Provide up to date information, signposting and referral
19. To refer, signpost and support individuals to the most appropriate services, within Swindon & Gloucestershire Mind, with mental health service providers and community resources

General Duties

20. Effectively build hope inspiring relationships which acknowledge the personal journey of each person, and focus on strengths and aspirations to allow the creation of meaningful personal recovery plans
21. Work collaboratively and sensitively with individuals, with a range of mental health needs to develop skills to manage their own health, in accordance with their personal recovery plan
22. Actively promoting and using approaches which are affirming, build on strengths, identify past positive experience and success
23. Use small steps to move towards the person's goal
24. Monitor and maintain health, safety and security of self and others, taking appropriate action where required
25. To undertake general admin duties (e.g. answering the telephone) whilst in the office.
26. To support other areas of work and undertake other duties at Swindon & Gloucestershire Mind when needed

Training and support

- You will receive an induction to Swindon & Gloucestershire Mind, your job role and working environment.
- You will have a line manager and receive supervision.
- You will be provided with training to enable you to do your job effectively
- Where possible and relevant to your job, we will support you to further your learning and development.

The role will involve flexible working covering some evenings and weekends.

Knowledge/Experience/Skills:

Essential

- Ability to work well within a team
- BACP accredited and professional accreditation
- Experience of working under pressure and handling competing demands
- Experience of working independently and managing own workload and others
- Ability to assess client's needs and risks including those with complex issues
- Excellent interpersonal skills and ability to maintain clear boundaries
- Strong team working ethos
- Ability to communicate effectively with client's colleagues and management, both verbally and in writing
- Significant knowledge of IT systems used in the monitoring of high-quality counselling services
- Ability to carry out assessments and provide high quality counselling
- Experience of working in an organisational setting
- Experience of delivering counselling in the voluntary sector
- Experience of working in a time-limited counselling approach as well as longer term work
- Recognised qualification in counselling or psychotherapy (Level 5 diploma or above)
- Evidence of significant post-qualifying continuous professional development

- Membership of a professional body, preferably BACP, UKCP OR BPC

Desirable

- Experience of delivering integrative counselling
- Experience of managing volunteers and/or mentoring trainees
- Experience of group work
- Level 6 certificate in counselling supervision

Review

These duties are intended to be a guide to the post and should not be considered exhaustive. It is subject to review, depending on the needs of Swindon & Gloucestershire Mind. The post holder will be encouraged to participate in any such review.

Probationary Period

New employees will be subject to a six-month probationary period and will be subject to an enhanced DBS check