



Counsellor Trainer Job Description & Person Specification

- Hours:** Part time: 22.5 hours per week.
3 year fixed contract with potential further 2-year extension.
Flexible to suit service requirements (evenings or occasional weekend working).
- Salary:** £25,652.00 per annum pro rata. (Actual salary £15,391.20)
- Benefits:** Contributory pension scheme and contribution to supervision costs.
- Lunch:** Half an hour unpaid lunch
- Holidays:** 29 days / annum including up to 4 days / annum non-discretionary
Christmas and New Year (pro rata)
- Location:** Based primarily in one of the 4 regions of Staffordshire, though some home working may be an option:
- Newcastle & Staffs Moorlands
 - Stafford & Seisdon
 - East Staffordshire
 - Tamworth & Lichfield
- Line manager:** Clinical Manager

Job Purpose

As a member of the counselling team you will be expected to understand and practice the values of the organisation: providing appropriate levels of support to your colleagues; working professionally in all areas; being innovative in your approach across the organisation; being respectful of others; empowering others; and behaving with integrity at all times.

You will be part of a team that values equality, inclusion, and diversity, and which always seeks to improve on our previous best, always looking for opportunities to promote the work of the Dove Service (TDS) and having an open mind in the development of new ideas and services.

You will provide counselling sessions to children and young people (C&YP) referred via the Staywell project (Children and Families Health & Wellbeing Single Point of Access CaFSPA) to the Dove Service (TDS) to support them through bereavement, life-changing illness or significant loss. You will be expected to

maintain appropriate records (including use of client database system) and to utilise assessment tools and service evaluations with all clients to evidence positive therapeutic movement.

You will provide training and workshops on issues of grief and loss for C&YP, parent/carers, and professionals working with C&YP.

Person Specification

To apply for this role it is essential that you:

- Are a qualified counsellor to at least Level 4 diploma level
- Have considerable appropriate experience providing therapeutic interventions to children & young people (C&YP) with positive outcomes.
- Are a registered member of the BACP or equivalent professional body.
- Are committed to working within the BACP Ethical Framework, and in accordance with the BACP Professional Conduct Procedure, as required by our Organisational Accreditation.
- Have experience of delivering 1:1 interventions, group interventions and training in a variety of community settings.
- Have working knowledge of theories relating to grief, bereavement and loss and it's impact, specifically relating to C&YP.
- Have experience of working in partnership with other professionals and organisations.
- Have excellent working knowledge of statutory initiatives and legislation including Safeguarding Children & Young People.
- Hold a clean enhanced DBS check (this will be undertaken at recruitment and repeated every 3 years).
- Are able to work on your own initiative and manage your time effectively.
- Are a good communicator and work well as part of a team as well as independently.
- Have experience of using assessment tools therapeutically and are committed to evaluating your work.
- Are able to collate appropriate information to support the evaluation of the overall project and reporting to commissioners.
- Have a professional attitude and will be committed to being an ambassador of the Dove Service in all your work.
- Are able to work flexibly to meet the needs of clients, the project and TDS
- Hold a valid driving licence, own your own car and are willing to travel.

Responsibilities include (but are not limited to):

- Provide appropriate counselling interventions to C&YP within their communities, in an geographic area agreed with your line manager.
- Ensure the confidentiality and safety of all clients and yourself in line with TDS policies & procedures and Safeguarding legislation.
- Report any client safeguarding concerns to a manager, with completion of appropriate documentation including risk assessments, cause for concerns and

safety plans. Provide additional support to ensure clients safety is prioritised at all times.

- Use Charity Log, our confidential CRM, to manage referrals and arrange appointments to suit the client, locality and you.
- Manage your own diary effectively ensuring a full caseload of clients is maintained.
- Complete case notes and all other required client related paperwork accurately and in a timely fashion.
- Work within and adhere to individual targets, project outcomes, milestones and timescales.
- Provide information as required by the project to your manager to ensure adherence to project outcomes, milestones and timescales.
- Provide information as required by the project to promote the positive impact of interventions, including but not limited to statistics, client stories and case studies.
- Maintain clinical supervision in line with BACP and organisational requirements.
- 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.
- To liaise with Changes Health & Wellbeing to organise Grief training as part of the project training offer.
- To deliver Grief training for professionals working with C&YP as part of the project training offer
- To deliver low level therapeutic support groups to C&YP as required.
- To liaise with community settings to ensure appropriate rooms are booked for the delivery of interventions and that all risk assessments and associated paperwork is up to date and filed at TDS.

Other

1. Ensure all legislation including health & safety and safeguarding is complied with at all times, particularly that relating to C&YP.
2. Pursue relevant continuing professional development to keep skills up-to-date.
3. Adhere to the policies and procedures of TDS, including our Equality, Diversity and Inclusion policy.
4. Act as an Ambassador for TDS and to be professional in all activities for the organisation.
5. Carry out any other activities that may be reasonably requested by the CEO, other Managers or Trustees.
6. Be adaptable, flexible and willing to take on new challenges as needs are identified, and as they arise, as an absolutely essential requirement of the post.