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Children & Young People’s Counsellor

# Job Description and Person Specification

# Job Title: Children & Young People’s Counsellor – London Borough of Newham x2

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**Grade:**  NJC SCP 17 currently FTE £30,484 per annum inclusive of Inner London Weighting, Pro-rata based on Term Time Only

**Hours:** 37.5 hours per week (term time only)

**Accountable to:** Operations Director

**Supervised by:** Counselling Services Manager

**Location:** London Borough of Newham

**Contract Term:** 1 year

**Closing Date:** TBC

**Interviews:** **TBC**

**Job description**

Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) delivers individual and group counselling to children aged 3 – 16 and staff in a school in the London Borough of Newham.

The post holder will operate as part of a team of paid clinical counselling staff and volunteer counsellors on placement, delivering clinical interventions for children and young people within a school setting.

The Children and Young People’s counsellor will be required to conduct assessments and provide individual and group therapy to clients from a diverse range of backgrounds and support psychological wellbeing. The post holder may be required to become involved in other projects within the service, such as workshops and to work with others in areas of service development.

This role may require remote working also.

**Adopting our organisational culture**

We have a strong reputation for delivering high quality counselling services and providing emotional support and well-being within both educational and safe community settings. Our counselling services are underpinned by our Professional Code of Ethics, Code of Conduct and Organisational Values. We expect everyone to embrace our culture, ethos and our anti-racist, anti-discriminatory and inclusive practices throughout their work.

**Management Structure**

All Mind in Tower Hamlets, Newham and Redbridge staff are accountable to the CEO.  The Children & Young People’s Counsellor will be supervised by the Senior Counselling Coordinator (as well as receiving external clinical supervision), who reports to the Operations Director.

**Key Responsibilities:**

**Clinical**

1. To deliver 18 sessions of individual and/or group counselling per week over a 37.5-hour weekly contract to CYP working with a wide range of presenting issues, face-to-face in a school setting, during term time only.
2. Be responsible for carrying out comprehensive CYP assessments, including completing interviews, self-reporting measures and consultations with teachers and parents, to assess needs and suitability for therapeutic interventions, in addition to weekly counselling sessions.
3. To evaluate and make decisions about interventions, considering both theoretical and therapeutic models and highly complex factors concerning historical, development and cultural processes and systems which have shaped the individual, family or group and facilitate a collaborative working relationship with the client and a mutually agreed treatment plan.
4. To apply appropriate interventions, considering both therapeutic and theoretical models of delivery, adapting application to client’s needs considering a wide range of factors.
5. To deliver appropriate and culturally sensitive counselling and communicate across language and cultural barriers (bilingual counselling or through an interpreter if required), adapting the application of interventions sensitively.
6. To conduct regular reviews during interventions, including completing assessment measures, to assess effectiveness and client wellbeing.
7. Adhere to an agreed activity job plan relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient to service users.
8. Be responsible for recording, monitoring, and reporting on clinical work and communicating complex clinical information to a variety of recipients.
9. To ensure accurate and timely recording of all client records using the Views database system.
10. To ensure effective management of client appointments and that these are communicated with the client, including any absences or delays.
11. To undertake risk assessments and ensure effective management of risk, escalating any risk or safeguarding concerns to Senior Counsellor Coordinator and Clinical Supervisor for action to manage risk, and report to Safeguarding Lead where appropriate.
12. To ensure regular completion and accurate recording of outcome tools such as CORE-10, YP-CORE and SDQ.
13. To attend bi-weekly clinical supervision and monthly case/line management.
14. To work with the Senior Counselling Coordinator to coordinate and deliver periodic training or workshops according to service needs.
15. To develop, plan and deliver group therapy sessions as agreed with the Senior Counselling Coordinator to support clients.
16. To identify, support and complete client referrals to external services where appropriate.

**Non-Clinical**

1. To support and assist promotion of the service through workshops and events.
2. To use a broad theoretical knowledge base and specialist clinical skills to develop and support the skills of other team members as appropriate.

**General Duties**

1. To support service monitoring and patient feedback mechanisms in partnership with the management team.
2. To work with the Senior Counselling Coordinator and Partners to identify gaps in service and to promote alternative solutions.

1. To take measures to increase the accessibility of the service, by targeting under-represented groups in the multicultural community. To promote cultural awareness and sensitivity in the process of service delivery.

1. To ensure the service is operating within the BACP code of Ethics and Practice and complies with the BACP Quality Standards.

**Duties required of all Mind in Tower Hamlets and Newham employees**

1. To work unsocial hours when required due to service needs.
2. Undertake induction programmes.
3. Participate in staff meetings, team meetings, supervision meetings, appraisals, consultancy, training, team development sessions, working groups and other meetings, and reporting back as required.
4. To be administratively self-servicing, with good organisational skills.
5. Carry out other duties consistent with the post.
6. Share responsibility for the effective use of systems and procedures for service users, finance, staff communication, and dissemination of good practice and effective working methods within Mind in Tower Hamlets, Newham and Redbridge.
7. Share responsibility for health and safety practices, safeguarding or suicidal risk and reporting any concerns to line management and taking immediate action as required.
8. Undertake all duties in accordance with Mind in Tower Hamlets, Newham and Redbridge’s policies, with particular reference to the Equal Opportunities and Health and Safety policies, and work towards their continuing development and implementation.

**This job will be reviewed periodically in line with the organisation’s Business Plan. The role as described is not exhaustive and so there may be other areas which are the responsibility of this role**

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**Children & Young People’s Counsellor**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form.

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| No. |  | **Essential/****Desirable** |
| **Qualifications** |
|  | Counselling or Psychotherapy qualification to Advanced Diploma level or above  | E |
|  | Counselling Children and Young People qualification to Advanced Diploma level or above | D |
|  | Accredited membership of the BACP/UKCP/NCS  | D |
| **Experience** |
|  | Substantial and demonstrable experience of at least 1 year’s clinical experience working with Children and Young People | E |
|  | Proven experience of working within at least 2 therapeutic modalities  | D |
|  | Work in a multi-cultural setting including working with interpreters  | D |
|  | Experience of the use of clinical outcomes measures such as CORE-1O, YP-CORE and SDQ | E |
|  | Experience of using Views database or similar patient database system | D |
|  | Experience of delivering counselling within a short-term framework | E |
|  | Experience of engaging and communicating effectively with a diverse range of people, including clients, staff, and other professionals | E |
|  | Experience of keeping accurate records and writing clear and concise case notes, reports, and other forms of communication both internal and external  | E |
|  | Experience of delivering, planning, and developing group therapy  | D |
| **Knowledge/Skills/Ability** |
|  | Up to date and current professional knowledge  | E |
|  | Up to date knowledge of current legislation relevant to the post | E |
|  | Ability to make clinically sound decisions appropriate to a range of situations  | E |
|  | Ability to broaden the scope of counselling to reach all sections of a multi-ethnic community in a creative manner  | E |
|  | Excellent IT skills and use of data management systems, in particular Views or similar  | E |
|  | Ability to work as part of a multi-disciplinary team  | E |
|  | Ability to prioritise and manage own workload and use own initiative in identifying and solving problems  | E |
|  | Excellent administrative skills and ability to be self-servicing  | E |
|  | Ability to work flexibly and work unsocial hours, as required  | D |
|  | Ability to work independently as well as part of a wider team  | E |
| **General/Other Requirements** |
|  | Personal resilience and flexible attitude in the face of difficulties. | E |
|  | High level of self-awareness – the ability to reflect on own practice and to share personal experience.  | E |
|  | Commitment to personal development and willingness to regularly update skills and experience. | E |
|  | Demonstrable ability to engage with people from all backgrounds and a commitment to Equality, Diversity, and Inclusion practices.  | E |