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**Counselling Coordinator**

# Job Advert

**Job Title:** Counselling Coordinator – Newham Bereavement Service

**Grade:** NJC 24 is £34,738.00 annum inclusive of Inner London Weighting. Based on 15 hrs is £14,887.71pa (Inc ILW)

**Hours:** 15 Hours

**Contract:** 31 May 24 (possibility of extension)

**Accountable to:** Operations Director

**Supervision by:** Counselling Services Manager

**Location:** London Borough of Newham

**Closing Date:** OPEN

**Interviews:** TBC

**Job description**

This is an exciting opportunity to join a vibrant and diverse organisation. Mind in Tower Hamlets, Newham and Redbridge (MindTHNR) delivers counselling to:

* Staff and children & young people in schools
* Bereavement counselling to residents of Newham and Tower Hamlets

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.

**Purpose of the role**

The Counselling Coordinator will be required to complete, oversee and screen clinical counselling assessments and referrals, provide administrative and data support for the smooth running of the counselling services including managing administrative assistants, and provide duty management to therapists in accordance with safeguarding policies and procedures.

**Adopting our organisational culture**

We have a strong reputation for delivering high quality counselling services and achieving positive outcomes.

Our practices are underpinned by our Kindness Charter, 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.

**Key Responsibilities**

**Clinical**

* 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.
* 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.
* 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.
* To apply appropriate interventions, considering both therapeutic and theoretical models of delivery, adapting application to client’s needs considering a wide range of factors.
* 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.
* To conduct regular reviews during interventions, including completing assessment measures, to assess effectiveness and client wellbeing.
* 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.
* Be responsible for recording, monitoring, and reporting on clinical work and communicating complex clinical information to a variety of recipients.
* To ensure accurate and timely recording of all client records using the Views database system.
* To ensure effective management of client appointments and that these are communicated with the client, including any absences or delays.
* 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.
* To ensure regular completion and accurate recording of outcome tools such as CORE-10, YP-CORE and SDQ.
* To attend bi-weekly clinical supervision and monthly case/line management.
* To work with the Counselling Services Manager to coordinate and deliver periodic training or workshops according to service needs.
* To develop, plan and deliver group therapy sessions as agreed with the Senior Counselling Coordinator to support clients.
* To identify, support and complete client referrals to external services where appropriate.

**General**

* To support service monitoring and patient feedback mechanisms in partnership with the management team.
* To work with the Counselling Services Manager and Partners to identify gaps in service and to promote alternative solutions.
* To take measures to increase the accessibility of the service, by targeting underrepresented groups in the multicultural community. To promote cultural awareness and sensitivity in the process of service delivery.
* To ensure the service is operating within the BACP code of Ethics and Practice and complies with the BACP Quality Standards

**You must have:**

* Counselling or Psychotherapy qualification to Advanced Diploma level or above
* Substantial and demonstrable experience of at least 1 year’s clinical experience working with Children and Young People
* Experience of the use of clinical outcomes measures such as CORE-1O, YP-CORE and SDQ
* Experience of delivering counselling within a short-term framework
* Experience of engaging and communicating effectively with a diverse range of people, including clients, staff, and other professionals
* Experience of keeping accurate records and writing clear and concise case notes, reports, and other forms of communication both internal and external
* Up to date and current professional knowledge
* Up to date knowledge of current legislation relevant to the post
* Ability to make clinically sound decisions appropriate to a range of situations

**Ideally you will have:**

* Counselling Children and Young People qualification to Advanced Diploma level or above
* Accredited membership of the BACP/UKCP/NCS
* Proven experience of working within at least 2 therapeutic modalities
* Experience of delivering, planning, and developing group therapy

The benefits of working for the organisation include 28 days annual leave + Public Holidays, Development and Growth opportunities, Company Pension Scheme and an Employee Assistance Programme.

Post is subject to an enhanced Disclosure Barring Service check and Right to Work Checks.

As an anti-racist, anti-discriminatory and inclusive organisation, we strongly welcome applications from all sectors of the community.

To apply please send your CV together with a cover letter stating why you wish to apply and how you meet the role requirements and email to [recruitment@mindthnr.org.uk](mailto:recruitment@mindthnr.org.uk)

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