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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 / Salary:**  NJC SCP 17 currently £30,484 (FTE) per annum inclusive of Inner London Weighting. Salary will be pro-rata based on Term Time Only and contractual weekly hours.

**Hours:** We are recruiting 2x post-holders, totalling 7 days per week. We are flexible with how this will be split, based on candidates’ preferences. For example, this may be split as 1x 4-day and 1x 3-day post, or 2x 3.5-day posts, etc. Please indicate your preferred hours in your application.

**Supervised by:** Counselling Services Manager

**Location:** London Borough of Newham

**Contract Term:** Up to 30th September 2025

**Closing Date:** 6th December 2024

**Interviews:** 19th & 20th December 2024

**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.

The post holder will deliver in-person support, on-site at the school. Occasionally remote support may be required for students based off-site, which will also be provided from the counselling rooms on-site at the school.

**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 Counselling Services Manager (in addition to receiving external clinical supervision), who reports to the Head of Services.

**Key Responsibilities:**

**Clinical**

1. To deliver 5 sessions of individual and/or group counselling per day to CYP with a wide range of presenting issues. The number of weekly sessions required will be pro-rata based on agreed working hours per week.
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, line manager, and/or school safeguarding team as required, including any absences or delays.
11. To undertake risk assessments and ensure effective management of risk, escalating any risk or safeguarding concerns to Counselling Services Manager 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 YP-CORE and EOS.
13. To attend bi-weekly clinical supervision and monthly case/line management.
14. To work with the Counselling Services Manager 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 Counselling Services Manager 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 client feedback mechanisms in partnership with the management team.
2. To work with the Counselling Services Manager 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 EOS | 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 |