



Job Description

Job Title	Counsellor
Department	Residential Services / Therapeutic services
Base Locations	Parkland Place Colwyn Bay / Dawn Centre Colwyn Bay
Hours of Working	37.5 hours per week (Flexible on times and days)
Salary	£22,502

Accountable To	Therapeutic Services Manager
Reports To	Parkland Place Residential Manager
Line Management Responsibility	N/A

Job Purpose:

To lead in the development, delivery, and evaluation of a specialist counselling service to clients at Parkland Place Residential rehabilitation service and to both Parabl and Camfa clients.

To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psychological practice within the service.

To lead in the development, delivery and evaluation of the therapeutic programme to clients in a both residential and community settings.

Main Duties and Responsibilities:

Client Work

- To select and deliver evidence-based client centred psychological treatments to meet the needs of the client group, monitoring outcomes and modifying and adapting interventions, drawing on a range of theoretical approaches.
- To explain boundaries of confidentiality, exchange of information and informed consent to clients.
- To make assessments based on a stepped care approach using relevant guidance such as the NICE Guidance for Commissioning Stepped Care for People with Common Mental Health Disorders (Guidance 41 November 2011)

- To undertake assessments. To be able to recognise substance misuse issues and common mental health issues, draw out relevant information needed for an assessment using skillful and sensitive questioning.
- Counselling, ACT, DBT, EMDR and brief interventions to be delivered in accordance with relevant NICE Guidelines.
- To manage own client caseload.
- To be accountable for own clinical decisions and professional actions in consultation with clinical supervisor.
- To assess and monitor risk and draw up appropriate risk management plans.
- To communicate skilfully and sensitively highly complex and sensitive information, taking into account sensory and cultural barriers to communication.
- To make provision for people with limited literacy skills.
- To adhere to BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.
- To work in accordance with Adferiad Policies and Procedures, All Wales Child Protection Procedures and North Wales Vulnerable Adults Protocols
- To undertake clinical administrative tasks and reports relating to clients when necessary
- To lead the provision of counselling sessions for clients using an integrative humanistic approach consistent with the functional model and methods used by Adferiad Recovery
- Lead in the development, implementation, and evaluation of care programmes for each client in conjunction with the Therapeutic Manager to enable effective communication between all persons involved in that care programme
- To participate in regular reviews and case consultancy as determined by the care programme and lead on therapeutic input in collaboration with the Therapeutic Manager
- Develop and maintain the counselling room as an appropriate venue for counselling
- Refer clients to other services as appropriate

General:**Administration.**

- To keep in regular contact with CAST Appointments Team, Therapeutic Manager and Clinical Supervisor.
- Keep up- to- date records of current therapeutic and counselling work, case notes and other such pro forma as directed.

- To comply with the General Data Protection Regulation (2016).
- To make referrals to other services and agencies in accordance with guidelines.
- To attend meetings as required.
- To comply with information sharing protocols and procedures.
- Keeping up to date records of current counselling work, case notes, monthly activity records and other such pro forma as directed Adferiad Recovery
- Attend in house staff meetings and case consultancies
- Attend informal and formal review meetings with relevant partner and funding agencies as requested by management

Professional:

- To maintain BACP membership
- To gain BACP Accreditation and maintain through Continuous Professional Development
- To participate in the Adferiad Recovery continuous learning, development and appraisal process
- To gain and maintain professional accreditation as appropriate to role
- To attend training provided, organised or arranged by Adferiad Recovery
- To operate within and observe Adferiad Recovery policies and procedures as amended and updated
- Participate in the development, evaluation and amendment of practice and protocols of treatment services
- Continue to develop professionally consistent with any qualifications held
- Make regular use of supervision as provided by Adferiad Recovery

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Counsellor

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	<p>Diploma in Counselling (as a minimum)</p> <p>Current BACP membership and accreditation</p>	<p>Qualified to deliver. DBT ACT EMDR Supervision</p>	<p>Application form</p> <p>Professional certificates</p> <p>Evidence of BACP and or BACP Accreditation</p>
Experience:	<p>Minimum 2 years' experience in addictions</p> <p>Minimum 2 years counselling experience</p> <p>Minimum 2 years experience in delivery of group-work</p> <p>Evidence of ongoing Professional Development in Counselling post accreditation</p>	<p>Extensive experience of working in the field of mental health with a specific emphasis on Recovery approaches and Anti-Stigma approaches to the work, in line with the Mental Health Measure (2010).</p> <p>Experience of undertaking mental health assessments.</p> <p>Experience of working with clients who have a substance misuse issue.</p> <p>Experience of risk assessment and risk management procedures.</p> <p>De-escalation techniques.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills:	<p>Effective communication skills with a particular emphasis on listening skills</p> <p>Decision making skills (specifically within the assessment process)</p>	<p>Welsh speaker</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

	<p>Ability to manage workload, meet deadlines and work under pressure</p> <p>Ability to work autonomously as well as being a member of the team</p> <p>Competence with MS Office: Word and Outlook</p> <p>Ability to reflect on own practice</p>		
Knowledge:	<p>Knowledge and understanding of the impact of mental health on individual's lives and the stigma associated with diagnosis and labeling; the importance of working practice that doesn't reinforce stigma.</p> <p>Knowledge of early warning signs, monitoring and relapse prevention for mental health and substance misuse problems.</p> <p>Knowledge of Mental Health legislation.</p>	<p>Knowledge of service provision across the region for both the Statutory and Voluntary sector</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Personal Qualities:	<p>Empathic</p> <p>Approachable</p> <p>Sensitive</p> <p>Understanding</p> <p>Sincerity</p> <p>Integrity</p> <p>Resilience</p> <p>Humility</p> <p>Fairness</p> <p>Able to make own decisions</p> <p>Resourceful</p> <p>Non-Judgmental</p> <p>Flexible</p>		<p>Interview</p>
Other Relevant Requirements:	<p>BACP Membership</p>		

	Driving License and access to own vehicle Subject to satisfactory enhanced DBS check (adults barred only)		
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Prepared By: Leon Marsh Date: April, 2021

Reviewed By:

Agreed By: Date: