

## **JOB DESCRIPTION**

<b>ISSUE DATE:</b>	March 2020
<b>JOB TITLE:</b>	IAPT Counsellor (in Mansfield)
<b>PAY</b>	NJC Scale Point 26, £29,636 pro-rata
<b>HOURS:</b>	21 hours per week (Monday 11:30 am to 7:30 pm; Tuesday 9:00 am to 5:00 pm and Friday 9:00 am to 3:00 pm)
<b>RESPONSIBLE TO:</b>	Chief Executive Officer and Clinical Services Manager
<b>SUPERVISED BY:</b>	Clinical Services Manager
<b>ACCOUNTABLE TO:</b>	Chief Executive Officer and Board of Trustees
<b>WORKING RELATIONSHIPS:</b>	Board of Trustees, CEO, Clinical Services Manager, Counselling Co-ordinator, Helpline Coordinator, Helpline Workers, Counsellors, ISVAs, SSS Worker Volunteer Counsellors & Volunteer Helpline workers
<b>MAIN PURPOSE:</b>	To provide face to face counselling and participate in the provision of the counselling service.

<b>Major Tasks:</b>	<b>Role:</b>
<b>1. Job Purpose</b>	<ul style="list-style-type: none"><li>• To provide short term focused counselling therapy interventions to survivors of sexual violence aged 18+ as referred by Insight Healthcare;</li><li>• To ensure that the counselling provided is delivered to a high standard, in accordance with your professional body's Ethical Framework for Good Practice and under appropriate clinical supervision;</li><li>• To be responsible for your caseload and to liaise with Insight Healthcare and Notts SVS Services' management in this regard</li><li>• To work in accordance with Insight Healthcare's policies and procedures and those of Notts SVS Services as applicable</li><li>• To work with and under management supervision of the Insight Clinical Lead and Notts SVS Services Clinical Services Manager in developing and maintaining a service which is safe, equitable, accessible and effective;</li><li>• To be committed to ongoing CPD in relation to your counselling practice in order to develop and maintain clinical knowledge and clinical expertise</li><li>• To undertake all other duties as reasonably requested by the Insight Clinical Lead, Clinical Services Manager and/or Chief Executive Officer</li></ul>
<b>2. Counselling Service</b>	<ul style="list-style-type: none"><li>• Provide short term focused counselling therapy interventions (6-8 sessions) to survivors of sexual violence aged 18+ as referred by Insight Healthcare;</li><li>• Ensure timely processing of all incoming referrals from Insight Healthcare in order to meet key performance indicators with regard to waiting times for 1<sup>st</sup> counselling appointment</li><li>• Apply your therapeutic modality effectively to your counselling client work in order to respond to individual needs</li><li>• To be responsible for the systematic clinical governance of your professional</li></ul>

	<p>practice and work safely and ethically at all times</p> <ul style="list-style-type: none"> <li>• Manage own clinical caseload and work autonomously</li> <li>• Conduct risk and needs assessments and formulate risk management plans using Insight Healthcare’s Risk Management Policies &amp; Procedures</li> <li>• Liaise effectively and professionally with external partner agencies (via Insight Healthcare) including GPs and other statutory and voluntary agencies as necessary to ensure a comprehensive care plan for clients;</li> <li>• Liaise effectively with Notts SVS Services management and team members to contribute to the safe and effective day to day running of the IAPT counselling service</li> <li>• Provide information and education to clients about choices and access of services to enable them to make informed decisions about their support</li> <li>• To be responsible for the monitoring and evaluation of the IAPT counselling service, including accurate data entry onto Insight+ database systems</li> <li>• To monitor and evaluate positive change and successful outcomes for clients and client satisfaction with the service provided by the utilisation of specific evaluation processes</li> <li>• Identify and address any difficulties in the day-to-to operation of the IAPT counselling service and liaise with the Insight Clinical Lead and/or Notts SVS Services Clinical Services Manager in this regard;</li> <li>• To attend all Notts SVS Services internal meetings including Counsellors Meetings and Staff Meetings as required</li> <li>• To attend periodic meetings with held between Notts SVS Services and Insight Healthcare as requested</li> <li>• To adhere to Notts SVS Services Policies, Procedures and Protocols at all times and work in accordance with line management instructions</li> <li>• To undertake external monthly clinical supervision and remain committed to ongoing CPD in relation to your counselling practice in order to develop and maintain clinical knowledge and clinical expertise</li> </ul>
<p><b>3. Education and Outreach</b></p>	<ul style="list-style-type: none"> <li>• To undertake database training with Insight Healthcare to gain knowledge and understanding of the Insight+ system</li> <li>• To undertake any other qualifications/courses as directed by Insight Healthcare</li> <li>• To work in Mansfield (with occasional travel to Nottingham city centre)</li> <li>• To assist with any campaigns/events if required</li> <li>• To liaise with other local and national organisations as appropriate</li> </ul>
<p><b>4. General</b></p>	<ul style="list-style-type: none"> <li>• To liaise closely with the Clinical Services Manager and Counselling Co-ordinator regarding policy decisions within the Centre and to keep the Clinical Services Manager informed of activities within the Centre;</li> <li>• To deal with enquiries and calls relating to the IAPT counselling service;</li> <li>• To maintain high standards of customer care in context with Notts SVS Services’ Policies and Guidelines in order to uphold the Equal Opportunities Policy, Codes of Conduct, Customer Care Policy, Health and Safety standards and to participate in relevant training activities necessary to their post</li> </ul>
<p><b>5. Personal Management</b></p>	<ul style="list-style-type: none"> <li>• To be fully aware of and work in accordance with all of Insight Healthcare and Notts SVS Services’ Policies and Procedures</li> <li>• To ensure the accurate reporting and recording of accidents and incidents as required by Notts SVS Services and Insight Healthcare;</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To participate in the appraisal and supervision process necessary within your role;</li><li>• To attend in-house training as required;</li><li>• To work effectively and respectfully as part of the team;</li><li>• To undertake personal responsibility under the Health and Safety at Work Act 1974</li><li>• Maintain a healthy work/life balance, taking responsibility for scheduling time off and managing own workload and time pressures (see Self-Care Policy)</li></ul> |
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**This job description is a broad outline only, allowing scope for initiative in improving services and general operation of Notts SVS Services. This Job Description will be reviewed on a regular basis.**

### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

### **Equality & Diversity**

It is the responsibility of all employees to support the Notts SVS Services' vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Nottingham Rape Crisis Centre Equal Opportunities Policy.

### **Sex Discrimination Act (Sections 7(2)b and 7(2)e)**

As the post predominately involves the management of female young people who have been sexually assaulted it is a genuine occupational qualification under the Sex Discrimination Act, sections 7(2) b and 7(2) e that the post holder may only be female.

### **Data Protection Act 1998**

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerized or manual, is kept secure at all times. This includes data relating to clients and other members of staff. Data must not be disclosed to any unauthorized person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

### **Confidentiality**

The jobholder will be in possession of personal details of staff and clients and other confidential information. This must not be discussed or divulged to any unauthorized person. Any such instance would result in dismissal.

## **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Notts SVS Services but must be declared in writing at the appropriate stage during the recruitment process.

All of the above activities are governed by the operational policies, policies and procedures and standards of the Notts SVS Services as well as legislation and professional standards and guidelines.

As a term of your employment with the Notts SVS Services, you may be required to undertake such other duties commensurate with your grade and/or hours of work at your initial place of work or at any of the Notts SVS Service's establishments, as may reasonably be required of you.

NOTE: This is a description of the job as it is presently constituted. It is the practice of the Notts SVS Services to regularly examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the CEO and the Board of Trustees. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to assist in the re-writing of your job description to bring it up to date if this is considered necessary or desirable. It is Notts SVS Services' aim to reach agreement on reasonable changes, but if agreement is not possible Notts SVS Services reserves the right to insist on changes to your job description after consultation with you.

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