

## Job Description

**Post:** Sessional – Adult Counsellors

**Responsible to:** Service Manager

**Location:** Renfrewshire and East Renfrewshire

**Hours of duty:** Sessional – to be worked as the Service requires

**Salary:** Rates vary dependant on project/service

**Travel:** 45p per mile

<b>Why</b>	<p><u><b>Job Summary:</b></u></p> <p>To provide confidential Counselling, which is evidence based, to adults who are experiencing difficulties in their mental health. We deliver in community setting across the Greater Renfrewshire area and work mostly face to face, but do deliver on telephone or on other online platforms. As a reflective practitioner with the ability to communicate effectively with a range of people who are experiencing a difficulty with their mental health. You will be required to maintain confidential records, provide regular statistical reports and contribute to the development and evaluation of this project.</p>
<b>What</b>	<p><u><b>Principal Accountabilities:</b></u></p> <ul style="list-style-type: none"> <li>○ To provide and deliver as counselling for people who are experiencing difficulties with their Mental Health. As part of the RAMHs adult counselling services.</li> <li>○ To support the ongoing delivery of RAMH Adult counselling service. Across the greater Renfrewshire area.</li> <li>○ You would have a recognised diploma in counselling (BACP accredited or equivalent), and have experience of working with adults in a therapeutic way. You would ensure all Counselling practice adheres to BACP's Ethical Framework for Good Practice in Counselling and Psychotherapy. To would be aware of the current thinking and developments in the Counselling field and continue to develop your own personal and professional practice as a counsellor.</li> </ul>

How	<p><u><b>Duties and Responsibilities:</b></u></p> <ul style="list-style-type: none"> <li>○ To assess the individuals needs and agree supports within a 6 session model brief model. Following appropriate procedure including using CORE and working within RAMH policy and producers when a risk has been identified.</li> <li>○ To support, develop and sustain therapeutic working relationships. In a way that enables the service to meet the needs of people, this would include the development of online work.</li> <li>○ Work with an agreed number of clients per week.</li> <li>○ Use the caseload management systems and process, to ensure that shortest wait time for service users.</li> <li>○ Adhere to established Counselling pathway administrative procedures and systems with regard to: <ul style="list-style-type: none"> <li>Waiting list;</li> <li>Referrals;</li> <li>Notes including Risk, recorded on teams and nebula</li> <li>Recording of CORE</li> <li>Discharges;</li> <li>Recording and storing of service user information, this will include on-line information</li> <li>Service evaluation protocol.</li> </ul> </li> <li>○ To keep clear and accurate records of all interventions carried out.</li> <li>○ Attend clinical supervision and caseload management sessions with RAMH line manager.</li> <li>○ Attend external clinical supervision with a supervisor approved by RAMH in accordance with BACP guidelines and contracted counselling hours.</li> <li>○ Ensure service user confidentiality is paramount in all areas of work.</li> <li>○ To ensure that monitoring and evaluation part of your daily practice.</li> <li>○ To attend team meetings/ practitioner's forum as required.</li> <li>○ To carry out any other duties as delegated by the line manager.</li> <li>○ To be aware of and implement the RAMH philosophy and Values and Act as an RAMH ambassador at all times.</li> </ul> <p>To adhere to RAMH policies and procedures and SSSC (Scottish Social Services Council) Code of Practice</p>
-----	--

## Person Specification

### Sessional – Adult Counsellors

#### QUALIFICATIONS

	Essential	Desirable
Post Graduate Diploma in counselling (BACP accredited or equivalent)	✓	
Be a member of BACP or equivalent and be accredited or actively working towards accreditation		✓

#### KNOWLEDGE & EXPERIENCE

At least 150 supervised counselling hours in the field of mental health.	✓	
Working knowledge of the theories underpinning human development.	✓	
Knowledge of mental health and illness and its impact on individuals, families and carers.	✓	
Ability to manage your own caseload, setting up appointments and completing the appropriate paperwork including using evaluation tools and quantifying outcomes.	✓	
Ability to undertake initial needs assessments including the assessment of risk	✓	
Proven ability to work as part of a multi-disciplinary team.	✓	
Ability to work unsupervised using own online platforms, telephone and within community settings	✓	

#### COMPETENCES & SKILLS

Excellent interpersonal skills	✓	
Effective written and oral communication skills	✓	
The ability to enable people to utilise social and therapeutic activities	✓	
Positive, resilient and solution focussed	✓	
Flexible approach to work	✓	
IT skill, competent with MS Office, and other case management systems	✓	