# MIND_Bath.jpg

# Job Specification

**Job Title** Counsellor

**Reports to** Therapeutic Lead/Wellbeing Services Deputy Manager **–** 12 month Fixed Term Contract

**Overall Responsibilities**

* To provide counselling assessments and sessions within the Bath Mind Counselling Service, supporting people facing mental health challenges to access counselling support and helping them to improve their resilience and wellbeing and reduce social isolation.
* To provide assessment and counselling for young people to cope with wide-ranging and often complex social and mental health issues including abuse, domestic violence, family breakdown, neglect and trauma.
* To provide a safe space for participants facing mental health challenges to access counselling and to personally progress and to develop.
* To signpost individuals who may not be suitable for counselling services to additional support both within Bath Mind and externally.
* To work with paid staff as well as volunteers, clients and members of the public.
* To support the Counselling Lead and to promote counselling in Bath & North East Somerset and be a champion and advocate for the service.
* To respond to any counselling referral efficiently and effectively.
* To welcome clients attending sessions and to any visitors coming to the Bath Mind building.
* To understand and implement Bath Mind risk assessments for all counselling activities.
* To be aware of individual risk assessments for clients – on a need to know basis only and to communicate any concerns with management and staff.
* To comply with data protection act guidelines.
* To adhere to Bath Mind's policies and procedures in boundaries, confidentiality and safeguarding vulnerable adults.

**Communication Responsibilities**

* To adopt a team approach and be a proactive team member
* To be non-judgemental and empathetic
* To adhere to the policy of confidentiality and sharing of information
* To be non-discriminatory
* To promote positive perceptions of Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Specific Responsibilities**

* To provide a counselling service for our Safe Space project, designed to support the mental health needs of young people throughout Bath and North East Somerset.
* To work with 16-25 year olds, offering high quality 1:1 assessments, counselling sessions and group work.
* To help develop young people's sense of identity, self-esteem, mental health and wellbeing, to build and improve personal resilience.
* To support young people to have a better social connection with their family, friends and the wider community, encouraging engagement with the local community and other Bath Mind Services.
* To work closely with the Therapeutic Lead in order to ensure the smooth running of the counselling service.
* To work within the BACP ethical framework.
* To ensure high quality and consistent standards of service.
* To work towards the principles of social inclusion, integration and lifelong learning.
* Provide excellent customer service.
* To work flexibly where required.

**Hours of work**

8 hours per week (working days to be negotiated)

Occasional early evening work may be required

This role will be initially for 12 months

25 day’s holiday per year (pro rata) + Public and Bank Holidays

Flexi-time arrangement

**Salary Package**

£14 per hour

Workplace Pension Scheme

**Other Information**

Please familiarise yourself with all of the policies and procedures contained in the Staff Handbook and follow the guidelines provided.



**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| * Therapeutic counselling qualification, minimum of level 4 Diploma |  |
| * Experience of undertaking initial assessments for clients to ensure that they fit within the clinical boundaries of the service |  |
| * Registered membership to the BACP or equivalent |  |
| * A good knowledge of person centred, integrative, solution focussed and CBT therapies. |  |
| * The ability to create and maintain documents, excellent verbal and written communication skills |  |
| * Successful working experience that demonstrates high level personal and professional organisation skills | * Experience of working in the voluntary sector |
| * At least two years’ experience of working with mental health or support needs | * Good knowledge of Bath and North East Somerset |
| * Competence and confidence in communicating with individuals in crisis | * Experience of responding positively/creatively to challenges and changes |
| * Experience in developing partnerships and working collaboratively |  |
| * Experience in monitoring and evaluation of counselling and assessing quality and outcomes |  |
| * The ability to develop and work within good health and safety policy and practice | * Mental health first aid or basic mental health awareness training |
| * Commitment to and understanding of confidentiality, equality and diversity issues and protecting vulnerable adults andEquality and Diversity Policy |  |
| * A knowledge of safeguarding | * A safeguarding certificate |
| * A clear understanding of confidentiality and person centred support |  |
| * Ability to develop and work within good health and safety policy and practice |  |
| * A current first aid certificate or willingness to gain one |  |
| * A personal philosophy that is in tune with the vision and values of the charitable sector and social enterprise |  |
| * The ability to work flexibly |  |
| * A positive personality with the social and interpersonal skills to engage with others |  |
| * Reliable and self motivated with the ability to work on own initiative and a hands on approach |  |
| * Being sensitive to others and non judgmental |  |