# Bath_Mind_Logo_RGB

**Job Specification**

**Job Title** Counsellor

**Reports to** Counselling Lead

**Contract type** Permanent

**Hours of work**  12 hours per week (over two days to include a Friday)

**Salary**  £15 per hour

**Access Community Mental Health**

We are the Third Sector Alliance, working across the sector together with Avon and Wiltshire Mental Health Partnership NHS Trust and Oxford Health Foundation NHS Trust to provide accessible, responsive, and inclusive mental health support across the local area, as part of the national Community Services Mental Health Framework.

This system-wide transformation will redesign how community mental health services are delivered and experienced, placing communities and individuals at the heart of what we do and how we do it.

The Community Service Mental Health Framework will sit alongside and compliment those provided by primary and secondary care. This is all about GP surgeries, hospitals and the third sector working together so anybody who needs a service sees the right person at the right time, through a single point of entry. Together, we’re making sure we’re walking alongside people who need support every step of the way, making sure they are ok, making sure they’re accessing relevant support and then thinking about their next steps.

This delivers against the NHS’s vision for mental health care and support through more local, community mental health services and how community services should offer whole-person, whole-population health approaches.

Our Vision is to create services where people are recognised, valued, and supported. The same is true of our workplaces. We pride ourselves on our welcoming, inclusive, and safe spaces to work.

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community. Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with thousands of people annually to improve and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

The service will promote independence and wellbeing and support those to achieve their goals from a strengths-based approach. The Counsellor part to this role will provide therapeutic support, tools to build resilience and enable people to develop self-confidence to move towards identified goals and make positive changes in their life.

**Overall Responsibilities**

* To coordinate and manage a counselling case load.
* To work with and support the Counselling Lead and Counselling Coordinator in delivering a quality service.
* To support and encourage volunteer counsellors and peers.
* To provide regular communication to the Counselling Lead and Counselling Coordinator, service managers, staff and volunteers on a regular basis throughout the year.
* To comply with Bath Mind’s policies and procedures.

**Specific Responsibilities**

* To hold membership to a BACP or equivalent and to agree to adhere to the BACP code of ethical practice.
* To conduct initial assessments, including assessing risk and safeguarding issues.
* To keep excellent and up-to-date records of individual work at all times, adhering to confidentiality and information sharing protocols in conjunction with safeguarding requirements.
* Actively contribute to the delivery and evaluation of the service. Ensure all provision has associated qualitative and quantitative data, evidencing outcomes for monitoring information and reporting requirement.
* To regularly review counselling practice.
* To attend regular counselling supervision.
* To work with clients who are willing to provide case studies, evaluation and feedback.
* To perform any other tasks which are reasonable requests that may be made in line with the service needs.

**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 the service at all times
* To liaise with individuals using the CSF and Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers
* To attend supervision, appraisal and team meetings
* To attend training and relevant courses for professional development

**Benefits**

* 25 day’s holiday per year (pro rata) + Public and Bank Holidays
* Emergency Assistance Programme
* Workplace Pension Scheme

**Person Specification**

**Essential Criteria**

* Membership and working towards accreditation with an approved professional body (e.g. BACP)
* Counselling qualification to a minimum of Level 4 CPCAB or equivalent
* Counselling experience of at least 2 years
* Experience of working in a therapeutic environment
* Knowledge and experience of reviewing and recording qualitative outcomes
* An understanding of mental health
* Commitment to ongoing CPD and willingness to enhance skills with training
* To be able to set up and maintain appropriate systems for the management and accurate recording of your case notes and records
* Confident and competent IT user – Microsoft Word, Publisher, PowerPoint, Excel, Outlook, Explorer
* Excellent verbal and written communication skills with people
* Excellent interpersonal skills
* High level of personal and professional organisation skills
* Self-motivated with the ability to work on own initiative
* Effective team member
* Clear understanding of equal opportunities
* Clear understanding of confidentiality requirements
* A commitment to reflective practice and the counselling supervision process