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| **Job title**  | Senior Counsellor  |
| **Responsible to**  | IAPT Manager |
| **Geographical Reach** | North Kent |
| **Base**  | For negotiation – (either Dartford, Gravesham or Medway) |
| **Hours**  | Full-time (37 Hours) |
| **Salary**  | £34,473 p.a. |
| **Contract** | Permanent |

**PURPOSE OF POST**

To manage the counselling contingent within the IAPT Services, mainly consisting of self employed workers. To provide support to these professionals and to ensure greater productivity and expertise

**STRUCTURE OF THE POST**

One of 4 senior post within IAPT reporting directly to the IAPT manager, the other seniors being: Senior Psychological Wellbeing Practitioner, Senior High Intensity Therapist and the Senior Administrator.

For the calculation of travel expenses, the North Kent Mind Offices in Dartford shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked.

**DUTIES OF THE POST: GENERAL**

**Put in the new model which in 1st bullet includes GDPR**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
	* + Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
		+ Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
		+ Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy, and is in keeping with the Codes of Practice for Social Care Workers as defined by the General Social Care Workers
		+ Maintains good liaison with any other outside agencies as is necessary
		+ Promotes good joint working, links, and cross-referral with all North Kent Mind colleagues.
		+ Adheres to the principles of the Social Care Standards as defined by the GCSI
2. To participate in supervision and appraisal
3. To attend staff meetings and Support Services team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which a senior manager or Board of Trustees may, from time to time, reasonably delegate, or assign.

###### **SPECIFIC RESPONSIBILITIES**

* To provide monthly clinical supervision in groups to Sessional Counsellors in the IAPT service, according to BACP guidelines.
* To provide individual support sessions with self-employed sessional counsellors at the expected rate of one session every 3 months.
* To arrange monthly team meetings for all Sessional Counsellors; this may include appropriate training arranged internally.
* As clinical supervisor, to serve as the first port of call for supervisees who wish to discuss issues of a clinical or non-clinical nature.
* To attend meetings of the four IAPT seniors as arranged by the IAPT Manager and through this and other strategies to positively influence quality and practices throughout the IAPT system.
* To be part of the triage team, which defines the organisation’s treatment decision for each IAPT client.
* To function as the organisation’s Caldicott Guardian, and to oversee and appropriately redact any clinical counselling notes being revealed to clients or external bodies.
* To be involved in recruitment for IAPT counsellors.
* To manage a small caseload of clients individually or in groups.
* To be available to be contacted outside working hours as appropriate
* To appropriately approve annual leave and expenses of qualified and trainee PWPs



Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| To be an accredited counsellor  | ✓ |  |
| To have the ability to manage people | ✓ |  |
| To be a qualified clinical supervisor or to be prepared to gain this qualification | ✓ |  |
| Excellent communication and written skills | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Able to understand the support needs of IAPT staff | ✓ |  |
| Flexible and able to adapt to changing situations | ✓ |  |
| Ability to develop services | ✓ |  |
| Belief in the standards of conduct, performance and ethics as declared by the Health and Care Professions Council | ✓ |  |
| Ability to get around to the various venues and offices used by North Kent Mind | ✓ |  |
| Ability to analyse statistical information | ✓ |  |
| Familiarity with IAPT Services |  | ✓ |