



JOB DESCRIPTION			
Job Title	Counsellor	Accountability	Clinical Manager
Based	Cornerstone Community Centre	Hours per week	2hrs per week
Salary	£15.00 per hour	Term	Fixed Term, 9 Month Contract

Job Purpose:

Your role will be to work alongside a team of Volunteer Counsellors to provide a professional counselling service for Listening Post clients who have been assessed as needing an experienced Counsellor.

You will be assisting the Clinical Manager and Clinical Management Team in ensuring that the counselling which takes place within Listening Post is safe, secure and professional and in line with the overall strategic aims of Listening Post.

Main Duties and Responsibilities:

Clinical

1. To work closely with the Clinical Manager, Deputy Clinical Managers and Centre Team Leaders to identify suitable clients on the waiting list.
2. To liaise directly with clients to organise weekly counselling sessions.
3. Work within Listening Post Policies and Procedures with particular regard to Safeguarding.

Administration

4. To manage your own caseload.
5. To keep an online diary of appointments.
6. To maintain accurate records of your client sessions and complete all necessary client related paperwork.

Management

7. To attend a monthly meeting with the Clinical Manager.
8. To attend the quarterly online Counsellors update meeting.

Other

9. Listening Post is an organisational member of the BACP and works within the BACP Ethical Framework for the Counselling Professions. Counsellors will work within this Ethical Framework and have an awareness of Listening Posts Christian ethos.
10. Be committed to continuing professional development.
11. To attend the Listening Post Annual General Meeting
12. To undertake additional tasks commensurate with the role as identified by the Clinical Manager.



PERSON SPECIFICATION			
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Factors	Essential	Desirable
Qualifications	• Degree/Diploma in Therapeutic Counselling or Psychotherapy. • Experience with trauma and complex needs.	
Previous Experience	• Experience of working with a wide range of client presentations and challenging areas of mental distress. • Experience of counselling remotely via telephone and video link.	
Knowledge/ Understanding	• Be a member of BACP, UKCP or equivalent. • Have voluntary accredited registration.	• An understanding of PHQ9 and GAD7.
Skills	• Excellent communication skills (written and spoken). • IT skills - proficient in the use of Microsoft packages including Office 365. • Desire to consult and interact well with Listening Post staff and volunteers. • Excellent Time and Diary Management.	
Attitude	• Ability to work co-operatively with team members. • Willingness to work flexibly to include some evening work.	
Application	• Dedication to furthering welfare of Listening Post. • Drive and efficiency.	
Circumstances		