

ROLE DESCRIPTION

Role:	Self-employed Clinical Supervisor for Familyworks counsellors
Hours:	Up to 150 hours supervision per annum (based on approx. 10 supervisees, 10 months per annum)
Pay:	£40 per hour

Role Summary

We are looking for Clinical Supervisors to supervise members of our Schools & Community Counselling Team. We seek supervisors who are committed to excellence and best practice and who are willing to work alongside our dynamic team.

Key responsibilities

- Conduct a maximum of 10 supervision sessions per month.
- Further sessions will be allocated for end of year reports based on continuous assessment throughout the year, and for meeting individual counsellors to discuss these reports.
- 1 session per year will be allocated to a meeting with the Clinical Director, which may be over Skype. The purpose of these meetings is to consolidate counselling standards and policy.
- As a supervisor, you enter a tripartite partnership with the supervisee and Familyworks to ensure that our clients are getting the best service possible.

Responsibilities of Supervisor

1. Supervisor's work should adhere to BACP Ethical Framework.
2. Maintain appropriate clinical records of your supervision work.
3. Supervisors should be familiar with Familyworks Policies and Procedures and maintain these standards of working practice.
4. Supervisors are responsible for preparing annual assessment reports for Familyworks' Clinical Director on each supervisee, and at other times as deemed appropriate by the Clinical Director.
5. Supervisors are responsible for ensuring that supervisees maintain best practice standards in accordance with BACP guidelines.
6. Supervisors are responsible for ensuring that supervisees effectively follow up on all practical matters relating to their clients' welfare such as contact with doctors, mental health professionals etc.
7. Supervisors, whilst maintaining primary and professional oversight of the supervisee, should immediately inform the Clinical Manager of any suspected breach of good or safe practice as described by BACP Framework for good practice or if a supervisees' functioning is impaired. This includes relevant matters that come to your attention in relation to the personal life,

work and clinical practice of a supervisee. Any concern for the client resulting from the actions or inaction of a Familyworks' supervisee should also be brought to the notice of the Clinical Manager. A measure of responsibility thereby rests jointly with both the Supervisor and Familyworks.

8. Supervisors should be familiar with the line of clinical responsibility within Familyworks and ensure that supervisees operate safely within this.
9. To undertake such training as required by the Education Authority or other funders in relation to Clinical service provision, e.g. Child protection, or any other training in relation to your role as a supervisor.
10. To make yourself familiar with the contents of the Education Authority ICSS handbook (current edition 2012) so that you are familiar with the service and its requirements on staff.
11. To liaise with the relevant Regional Manager in relation to any counsellor training or development matters that come to your attention during supervision with an individual counsellor.
12. Supervisors are responsible for updating and maintaining their professional standards.
13. Supervisors are responsible for obtaining consultation for their supervisory practice.
14. Supervisors are responsible for monitoring the limitations of their own personal functioning and competence

Available posts

Throughout Northern Ireland

Role Requirements

In the context of the multifaceted nature of clinical supervision, the key responsibilities are summarised below in to three major categories. These are:

1. Clinical — assessing and facilitating strategies to meet the learning needs of the supervisee
2. Supportive — changing, shaping or supporting the supervisee's behaviour
3. Evaluative — evaluating the performance of the supervisee

Clinical

An effective clinical supervisor does not just instruct the supervisee they should also teach by example through the effective modelling of clinical competencies.

The clinical supervisor's role as a clinical instructor or teacher is to:

1. Evaluate clinical interactions (in all situations and capacities)
2. Identify and reinforce effective actions by the supervisee
3. Teach and demonstrate counselling techniques
4. Explain the rationale of strategies and interventions
5. Interpret significant events in the counselling process

6. Challenge the supervisee in a constructive manner.

Supportive

Clinical supervision can be a valuable source of support and encouragement for practitioners.

A clinical supervisor's role as a supporter is to facilitate the supervisee's growth through the following:

1. Assist the supervisee in recognising their personal limitations in order to protect the welfare of both the client and supervisee
2. Interact with the supervisee in a manner that facilitates their self-exploration, problem solving ability and confidence.
3. Support the supervisee's wellbeing through being aware of and helping the supervisee deal with such things as stressful events, role ambiguity, career development and skill use.

Evaluative

Supervisors have an evaluative role too. The supervisor's role as an evaluator is to:

1. Assess the practitioner's skills & approach towards the psychotherapeutic process with the client
2. Clarify performance standards to be met
3. Negotiate objectives for learning
4. Utilise appropriate strategies to address performance and skills deficits in the supervisees approach with clients.

Other Responsibilities

Other Responsibilities of the supervisor:

1. To ensure venue and mode availability
2. Personal availability
3. Record-keeping
4. Confidentiality
5. Awareness of limitations in knowledge
6. Commitment to the process of clinical supervision
7. Ability to delineate between Line management and supervision and to hold that boundary during supervision
8. Accountable to the employing organisation, the client and the supervisee by promoting safe clinical practice.

Characteristics

Supervision sessions should be supervisee-centred. In this way the supervisee is able to own the process, rather than feel that the process is driven and dominated by external factors. The "Four A's of clinical supervision" proposed by Todd & O'Connor (2005) offer a sound description of an effective supervisor. The four A's are listed below and include the supervisor being:

1. Available: open, receptive, trusting, non-threatening

2. Accessible: easy to approach and speak freely with
3. Able: having real knowledge and skills to transmit to the supervisee
4. Affable: pleasant, friendly and reassuring

PERSON SPECIFICATION

Self-employed Clinical Supervisor Role	Essential	Desirable
Knowledge & Qualification <ul style="list-style-type: none"> Qualification in Clinical Supervision, minimum Level 6 Accredited with BACP, NCS, UKCP, IACP, BAT, AFT or equivalent body Minimum of a Diploma in Counselling 	X X X	
Experience <ul style="list-style-type: none"> 6+ years post-qualification experience in counselling 3+ Counselling experience with young people Completed EA Child Protection training (can be provided) Experience of providing supervision to counsellors in the areas of individual youth, adult counselling and groupwork 	X X X	 X
Skills and Attitudes <ul style="list-style-type: none"> Evidence of ability to plan, organise, manage and monitor workload A demonstrable understanding of the issues regarding confidentiality and management of risk within a Counselling service Evidence of ability to work with risk and safeguarding issues legally and ethically Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work Demonstrate a good understanding of the private and voluntary sector 	X X X X X	
Personal attributes: <ul style="list-style-type: none"> Personal enthusiasm and a realistically positive attitude Resilience, reliability, flexibility 	X X	
Competencies <ul style="list-style-type: none"> Excellent communication and interpersonal skills Understanding of and willingness to work with evaluated, time limited therapeutic services and an understanding of a problem solving/solution focused approach to therapeutic work Adaptable and flexible approach to your work 	X X X	

Self-employed Clinical Supervisor Role	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of group work with young people and of supervising counsellors who do Groupwork with young people) ▪ Ability to communicate matters of a sensitive nature effectively ▪ Demonstrate an understanding of the vision and mission of Familyworks ▪ Good communication skills and a commitment to work collaboratively with Familyworks ▪ Experience in working with statutory and voluntary agencies ▪ Experience of working with Special needs 	 X X X X	 X
Additional <ul style="list-style-type: none"> ▪ Eligible to work in the UK 	 X	

This role description will be reviewed from time to time. Any offers will be dependent on references and a clear Access NI check.

To apply

If you are interested, please send the following information to 3 Glenford Way, Newtownards BT23 4BX:

1. Your curriculum vitae
2. A short report providing additional relevant details on how you meet the above criteria