



**SEFF**  
SOUTH EAST FERMANAGH  
FOUNDATION

## **Clinical Lead Job Description- July 24**

- Job Title:** Clinical Lead
- Responsible to:** SEFF's Director, and Management Board with HR oversight from SEFF's Office Manager
- Location:** Based in SEFF's Lisburn Office
- Contract period:** Funded until 31<sup>st</sup> March 2025 (with hopes for extension subject to further funding being secured)
- Salary:** £33,922.40 gross per annum for 30 hours plus 6% pension payable monthly in arrears

## **Main purpose of job:**

The Clinical Lead will oversee/ manage the delivery of therapeutic services within a multidisciplinary approach, including counselling, life coaching, and will also have input into health and wellbeing casework and complementary therapies. They will be responsible for the management, governance and safe delivery of clinical services, ensuring professional and ethical excellence.

## **Main Duties and Responsibilities:**

1. Direct, lead and manage the development and provision of therapeutic services, ensuring timely, effective and appropriate service provision.
2. Line Management of Counsellors, and Life Coaches
3. Support the Health and Wellbeing Caseworker Coordinator in the delivery of services
4. To undertake clinical assessments in complex cases for potential onward referral to clinical psychologist/psychiatrist care of the Regional Trauma Network.
5. To maintain confidential, professional and appropriate records of all client contact.
6. Monitor and review external clinical supervision provision for both staff and practitioners.

7. Undertake regular clinical audit functions to include monitoring of supervision, CPD, insurance and professional accreditation/membership for staff and sessional practitioners.
8. Provide robust clinical governance by ensuring compliance with all aspects of GDPR, subject access requests and document retention policies.
9. Provide clinical support across the therapeutic services team to manage complex cases and risk management.
10. Review, implement, monitor and disseminate on an ongoing basis best practice and risk management.
11. Work collaboratively with the Director and others to support and influence the development of service provision and to contribute to the achievement of organisational corporate objectives.
12. Establish and maintain effective links with other community/voluntary/statutory service providers.
13. Work in partnership with other members of the team as required to prepare funding bids and contract submissions.
14. Ensure organisational policies, procedures and guidelines are adhered to, including taking responsibility for keeping relevant policies and protocols up to date.
15. To oversee that all evaluation systems and processes such as CORENet and Measure Your Own Medical Outcome Profile (MYMOP) are completed fully by the practitioner team, operational responsibility falling to Clinical Coordinator.
16. Lead on SEFF's BACP quality assurance/monitoring procedures.
17. To oversee and maintain adequate records of clinical work and provide appropriate statistical returns and to assist with the completion of reports where necessary.
18. Prepare monthly reports for SEFF's Management Board.
19. To attend external clinical supervision on a monthly basis.
20. To maintain personal membership with BACP (or equivalent).
21. To maintain regular Clinical team meetings and one to one Line Management of applicable personnel, collaborating with the Office Manager on HR matters.
22. To maintain a professional attitude at all times towards clients, staff and all those in contact with South East Fermanagh Foundation (SEFF)
23. Work within SEFF's organisational ethos at all times.

This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder.

The post holder will be expected to work to objectives agreed with the Director.

This post is subject to completion of an Enhanced Access NI check.

## **Person Specification**

### **Essential Criteria**

1. Registered and Accredited Member of BACP (or equivalent), with at least 3 years post-qualification experience.
2. Knowledge and experience of managing client risk, and maintaining boundaries and confidentiality appropriately.
3. Extensive experience in clinical assessment.
4. Knowledge and experience of working with trauma.
5. Ability to establish and maintain professional relationships with other statutory/community/voluntary groups.
6. Working knowledge and experience of monitoring and evaluating clinical outcomes.
7. An understanding of a range of presenting issues and suitable interventions within a counselling setting.
8. A minimum of 2 years' experience of Line Management (whether staff, sessional's, or volunteers) within an organisation.

### **Desirable**

1. At least 3 years' experience of clinically supervising counsellors/ psychotherapists.
2. Senior Accredited member of BACP (or equivalent)
3. Previous experience of delivering training
4. CBT Level 5.
5. Previous experience of using computerised monitoring & evaluation systems.
6. EMDR

## **Skills and Abilities**

1. Excellent interpersonal skills and self-motivation.
2. Ability to work autonomously and with initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
3. Ability to work flexible hours (including occasional out of hours work).
4. Willingness to undertake training as required for the post.
5. Ability to create and sustain effective working relationships and build consensus with key stakeholders.
6. Excellent written and oral communication skills.
7. Sound knowledge of ICT including all Microsoft Office applications (CRM databases, word, excel, outlook, etc)
8. Excellent interpersonal skills to work within a team and build good working relationships.
9. Excellent management and organisational skills.