

## ROLE DESCRIPTION

**Position:** Bank Counsellor – Adults Counselling - Belfast area

**Programme:** Familyworks/Imaginelf Counselling Service

**Reports to:** Clinical Lead/Operations Manager

**Contract type:** Bank

### Role Summary

We are seeking new counsellors to join our team at Imaginelf counselling service. We are looking for counsellors who have a vision, desire and ability to make a difference in the lives of adults. We are interested in people who are committed to excellence and best practice and who are willing to work alongside our dynamic team to make this happen. Clinical Supervision, training, and support with accreditation will be provided. The role will be based in our Belfast offices.

Salary: £14.70 per session

### Key responsibilities

- To deliver safe and confidential counselling for adults who are referred to our Imaginelf Counselling Programme.
- To develop effective working partnerships with the management team to ensure delivery of a high-quality service.
- To work within organisation policies, standards and procedures for service delivery
- To deal with risk and safeguarding issues in accordance with legal and ethical requirements, in consultation with Imaginelf management team
- To actively refer clients to other organisations who can support them after an intervention with a counsellor, and help them maintain their development and progress.
- To liaise as necessary, within the bounds of confidentiality, with appropriate individuals including health, welfare and other agencies
- To record data electronically using Core IMS or any other database used by the organisation, and use Microsoft packages such as Outlook, Word, Excel etc.
- Counselling will be provided by the organisation Monday to Saturday at a time that suits the client. This will include some evening or Saturday morning work

### Role Requirements

#### Therapeutic Service Delivery

- To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to-one counselling
- To engage constructively with people from a diverse background, promoting anti-discriminatory and anti-oppressive practice
- To maintain best practice as a counsellor while working sensitively as part of our team
- To manage risk and safeguarding issues in accordance with appropriate legal and ethical requirements

- To maintain appropriate records of counselling activities including case notes in accordance with Data Protection using a secure database
- To be an effective team member
- To be able to deliver group work as needed
- To be mindful of the policy of confidentiality when undertaking all duties
- To be willing to maintain a flexible attitude
- To liaise as necessary, within the bounds of confidentiality, with appropriate individuals including health, welfare and other agencies

### **Service Quality & Development**

- Ensure BACP Ethical Framework for Good Practice in Counselling and Psychotherapy is adhered to in all counselling work
- Ensure current and up-to-date knowledge of professional policies and 'best possible' practice
- To evaluate own work and contribute to the evaluation of the overall effectiveness of the service

### **Professional Development & General Duties**

- To attend team meetings and in-service training as required.
- To attend clinical supervision in accordance with policy and procedures
- To complete line management and make the Clinical Lead aware of any issues of concern or risk regarding your clients
- To work within the aims and values of Imagine If, which are 'Integrity, Respect, Care, Safety, Generosity and Excellence'
- To work within the parameters of the policies and procedures of the organisation
- To demonstrate commitment to continuous personal and professional development by undertaking appropriate training in keeping with the needs of the counselling service
- To comply with the relevant legislative frameworks relevant to the work
- To undertake such other reasonable duties, commensurate with the post, as may be required

### **Essential Criteria**

- Professional qualification in counselling or psychotherapy (minimum Level 4 Advanced Diploma or equivalent)
- Registered and accredited with an accrediting professional body such as BACP, NCS, UKCP, BAPT, ACP or other relevant membership body (must be accredited at least 1 year after start date)
- Minimum of 100 hours supervised clinical practice
- Counselling experience with adults
- Commitment to the flexibility, commitment and capacity to be available during office hours and evenings/Saturday morning if required.
- Evidence of ability to plan, manage and monitor workload
- 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
- Ability to build good working relationships with individuals and organisations
- Committed to Imagine If's policy of equality of opportunity and respect for diversity
- Excellent communication skills
- Competence in the use of databases and Microsoft Packages, specifically Outlook, Word and Excel.

- Ability to work as an effective team member
- Personal enthusiasm and a realistically positive attitude

**Desirable Criteria**

- Experience in working with statutory and voluntary agencies
- Experience of working with adults with special needs
- Experience of providing group work