

**JOB DESCRIPTION**

**Post:**  Youth Counsellor - Term time

**Location:** Action Mental Health, Belfast

**Responsible to:** Service Manager

**Accountable to:** Head of Clinical Services

**Role:**

The post holder will be a member of the Action Mental Health post primary schools counselling team, providing safe and confidential talking therapy to young people seeking therapeutic support.

**Key Result Areas:**

1. Therapeutic Service Delivery
2. Service Quality and Development
3. Health and Safety
4. Personal Training, Development and Practice
5. Operational Targets

**Key Result Area 1: Therapeutic Service Delivery**

* To implement the organisation’s systems, policies and procedures for service delivery.
* To assess the needs of a client, working with parents/carers as appropriate, and provide appropriate therapeutic intervention through:
  + One-to-one talking therapy
  + Group therapy
  + Other appropriate support programmes
* To maintain records in accordance with recording procedures.
* Undertake regular reviews with the schools’ Key Contacts and other professionals, as appropriate
* To regularly attend clinical supervision in accordance with policy and procedures.
* To attend regular review meetings with their line manager and prepare accordingly
* To identify risk and follow safeguarding policies and procedures as appropriate
* To assess the appropriateness of referrals and signpost where necessary to alternative community/voluntary or statutory services
* Adhere to the policy of confidentiality when undertaking all duties.

**Key Result Area 2: Service Quality and Development**

* Ensure practice adheres to BACP Ethical Framework for the Counselling Professions.
* Promote quality assurance in the core values of Action Mental Health in all areas of work.
* Implement monitoring and evaluation systems and procedures to determine user / stakeholder satisfaction levels and service impacts in relation to health and wellbeing indicators.
* Ensure current and up-to-date knowledge of professional good practice.
* Ensure services are promoted, accessible and responsive to the needs of a diverse range of target groups.
* Contribute to consultation responses on issues related to therapeutic intervention or relevant government policies and strategies.

**Key Result Area 3: Health & Safety**

* To ensure all aspects legislative and organisational Health & Safety standards and requirements are maintained.
* To ensure that, where risk to clients has been identified, procedures are followed and the appropriate action is taken.

**Key Result Area 4: Personal Training, Development and Practice**

* To participate in Clinical Supervision and Performance Review.
* To participate in staff meetings and in-service training as required.
* To participate in training as identified through Action Mental Health’s Staff Learning and Development Processes.
* To take personal responsibility for your continuing personal and professional development and maintenance of relevant professional accreditation.
* To adhere to Action Mental Health’s set of Core Values and Corporate Behaviours.

**Key Result Area 5: Operational Targets**

* To support the realisation of annual operational targets in respect of the Team’s contractual and service delivery.
* To achieve agreed individual session targets.

In addition to the above duties the post holder with be expected to be flexible in discharging these duties and any other additional tasks as may be reasonably assigned according to the changing priorities of the organisation.

**YOUTH COUNSELLOR, Term Time**

**PERSONNEL SPECIFICATION**

|  |  |  |  |
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| **REF** | **AREA** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** |
| **1** | **EDUCATION/ PROFESSIONAL QUALIFICATIONS** |  |  |
|  | Diploma, Degree or Masters, or equivalent counselling or psychotherapy qualification as regulated by the RQF or SCQF and from a recognised or a relevant validating organisation eg Counselling and Psychotherapy Central Awarding Body (CPCAB). | **✓** |  |
|  | Accredited member with BACP, IACP, NCPS or equivalent, or committed to achieve within 12 months. | **✓** |  |
| **2** | **KNOWLEDGE & EXPERIENCE** |  |  |
|  | A minimum of 100 hours post qualification, clinically supervised practice in counselling children and young people up to age of 18  OR  A minimum of 100 hours post qualification experience of working with adults and have successfully completed the Level 5 CPCAP Diploma in Counselling Children and Young People. | **✓** |  |
|  | Experience of working with groups of children or young people in a therapeutic environment |  | **✓** |
|  | Experience of working clinically within statutory and/or voluntary agencies | **✓** |  |
|  | 25 hours of personal therapy |  | **✓** |
| **3** | **COMPETENCIES** |  |  |
|  | Proven ability to effectively work as a member of a team | **✓** |  |
|  | Strong commitment to quality assurance, continuous improvement and the delivery of best practice | **✓** |  |
|  | Able to demonstrate a good level of ICT literacy | **✓** |  |
|  | Able to demonstrate flexibility, self-motivation, confidence and ability to use initiative | **✓** |  |
|  | Good organisational skills | **✓** |  |
|  | Flexible attitude towards working hours to meet clients’ need and as demanded by requirements of the job | **✓** |  |
|  | Able and willing to work across Action Mental Health’s counselling services, as required | **✓** |  |
|  | Ability to work in collaboration with other professionals | **✓** |  |
| **4** | **VALUES & BEHAVIOURS** |  |  |
|  | \* Ability to demonstrate alignment with Action Mental Health’s core values and organisational behaviours. | **✓** |  |
| **5** | **ADDITIONAL** |  |  |
|  | A full current driving licence and access to a car is essential. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence. | **✓** |  |
|  | Willing and able to travel and support Action Mental Health’s service delivery as required. | **✓** |  |
|  | To undertake other additional duties as may be reasonably assigned according to the changing priorities of the Service and the needs of the client group | **✓** |  |
|  | The successful candidate will be required to undergo an Enhanced check via the Access(NI) Service before commencement of employment | **✓** |  |
|  | **SALARY SCALE** |  |  |
|  | Salary scale E £30,342- £32,110 per annum based on 35 hours per week (or pro-rata as appropriate). Candidates will normally be appointed at the start of the pay scale. |  |  |
|  | A mileage allowance is payable for the use of a private vehicle on company business |  |  |
|  | **HOURS OF WORK** |  |  |
|  | Circa 20 -30 hours per week (Monday to Friday): hours and work pattern to be agreed upon appointment.  This is a 39 week term-time contract |  |  |

**NOTE:** Not all of the above criteria will be assessed at the application/shortlisting stage

**\* Action Mental Health’s Core Values and Behaviours can be found in Employee Benefits booklet.**