

Clinical Counselling Placement Person Specification / Role Description

Newham Bereavement Service

Mind in Tower Hamlets, Newham and Redbridge

**Qualifications**

To be qualified, or in training, in any of the following courses:

* Diploma/BSc/MSc/MA/Doctorate Counselling/Psychotherapy or Counselling Psychology
* Please give details in your application form of any additional counselling workshops or courses that you have attended.

**Personal Therapy**

* To have had a minimum of 20 sessions of personal therapy and to be in therapy for the duration (if in training) of the contract with Mind in Tower Hamlets, Newham and Redbridge until qualified.

**Counselling Experience and Skills**

To be demonstrated in the application form:

* Your motivation to become a counsellor and why you have chosen to apply for this counselling placement.
* Awareness (or experience) of working with clients in a time limited way.
* Understanding of the impact of loss and bereavement upon individuals. You may wish to share your personal experience.
* Understanding of mental health issues. You may wish to share your personal experiences, or experience of others.
* Ability to communicate effectively both verbally and written.
* Ability to undertake all administrative duties accurately, and in a timely manner.

To be demonstrated at interview:

* Awareness of LGBTQIA issues in counselling
* Awareness of the influence of race and culture on responses to bereavement and the counselling relationship
* Understanding of the BACP ethical framework and responding to safeguarding concerns

Role description:

**Duties and Responsibilities**

* To provide a minimum of 3 bereavement counselling sessions per week, committing to 1 day a week at Newham Bereavement Service, for a minimum period of one year
	+ Aside from bank holidays, annual leave and holiday periods where the service is closed
	+ Volunteer counsellors are entitled to five weeks per annum of annual leave, with a maximum of two weeks taken in a row
* To provide counselling sessions either face-to-face and remotely, or remotely.
	+ Remote sessions are conducted via Microsoft Teams, and occasionally via telephone as and when required
* To conduct reviews with the clients throughout therapy in order to assess the counselling progress.
* To identify and communicate any concerns regarding the client or counselling relationship to the Counselling Services Manager and Clinical Supervisor
* To adhere to duty management policies and procedures, ensuring timely communication of any safeguarding and/or risk concerns to the duty clinician
* To use clinical assessment measures (Core-10) and satisfaction questionnaires to assess the counselling progress when necessary
* To work in a largely autonomous manner, receiving support from the Counselling Services Manager, Administrators and Clinical Supervisor
* To attend all line/case management and clinical supervision sessions
	+ Between 1.5 and 2 hours of clinical supervision per month is provided in line with the BACP requirements
	+ If additional hours are required by another professional body or training provider, external supervision should be organised and paid for by the counsellor
* To attend training offered on topics relevant to the role
* To maintain up-to-date clinical records (such as uploading assessments, referral forms, measuring outcomes and client notes using the client database).
* Once qualified, to assist with other duties such as clinical assessments, if you wish to do so.

**Communication and working relationships**

* All clinical placement counsellors are managerially and clinically accountable to the Counselling Services Manager
* To maintain awareness of other services within MindTHNR and the wider community for additional or alternative referrals

**General:**

* To adhere to the BACP ethical framework and to organisational policies and procedures at all times
* To keep abreast of current psychological developments as they relate to the post.