



## Role Profile

<b>Job Title:</b> Counsellor Co-ordinator for Young People's Counselling Service	<b>Role Profile Number:</b> PCDN109
<b>Grade:</b> N Grade <b>Salary:</b>	<b>Date Prepared:</b> Reviewed August 2022
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Operational Manager
<b>Structure Chart attached:</b>	

### Job Purpose

To allocate client referrals following referral processes  
To provide clinical and line management supervision to counsellors and volunteer counsellors  
Provide assessment and counselling sessions for young people  
To develop outreach programmes which target vulnerable young people and design ways of meeting their needs  
To take full account of the child safeguarding needs of clients in accordance with relevant policies and procedures

### Key Accountabilities

- To deliver assessment sessions with potential clients to evaluate their needs
- To assist with the allocation of clients following the referral processes (including triage with CaMHS/TaMHS)
- To manage a caseload and deliver counselling sessions to young people identified as a priority
- To manage the recruitment, training and line management supervision of volunteer counsellors
- To assist with recruitment of counsellors to the service
- To provide clinical supervision of counsellors and volunteer counsellors
- To undertake performance development plans and reviews for Ontrak Counsellors
- To work in partnership with external agencies to promote the work of counselling across health and social care. To develop partnership working and develop ways of delivering preventative interventions eg group work
- To take responsibility for the welfare and safety of clients and volunteer counsellors during counselling shifts
- To participate in organisational meetings and inform management, counsellors and the Youth Service about developments and issues arising from the clinical work
- To liaise with external services
- To be aware of the trends and developments in the counselling field and in the client group and to

ensure that the service accurately reflects these

- To undertake appropriate professional staff development, training, supervision and appraisal sessions
- To input contacts onto CAPITA 1 to feed into reports for the Quality Assurance Board
- To ensure confidentiality in accordance with professional best practice, legislation and SBC policies

### **Supplementary Accountabilities**

- To carry out any other duties commensurate with the requirements of the job

### **Knowledge & Experience**

- Diploma in Counselling, BACP accreditation
- Minimum of 250 logged hours of counselling
- Experience of counselling young people and working with people with mental health problems
- Experience of working as a member of a team in a counselling agency
- Experience of having undergone or undergoing personal therapy
- Experience of assessment work, group work and working with schools and youth work agencies
- Knowledge of the pressures and demands on young people's lives
- Knowledge and awareness of safeguarding issues and legislation
- Understanding the importance of confidentiality in counselling
- Level 3 and 4 Safeguarding

### **Qualifications**

- Diploma in Counselling

### **Decision Making**

- Writing assessments, dealing with safeguarding concerns according to Swindon Safeguarding Partnership

### **Creativity and Innovation**

- Experience of Outreach work and designing services which respond to need
- Experience of using different counselling techniques to connect with clients

