

## JOB DESCRIPTION

*'Happy to talk about Flexible Working'*

<b>Job Title:</b>	Counsellor
<b>Department:</b>	Wellbeing
<b>Hospice Band:</b>	Hospice Clinical Band 6
<b>Reports to:</b>	Wellbeing Lead
<b>DBS Required</b>	Enhanced Adult/Children

### Job Purpose

- To provide a counselling service for adults/Children and their families known to the Hospice both pre and post bereavement
- To support the development of the community and private counselling service.
- To provide a counselling service for bereaved clients not known to the Hospice



## Main Duties & Responsibilities

- To provide a comprehensive, therapeutic service for clients referred by other professional staff or who have self-referred, based upon psychological principles, working within the context of palliative care services and as indicated in NICE guidelines.
- To identify the nature, severity and complexity of patients and families' requirements through assessment to formulate and implement a plan for their care
- To evaluate and make decisions about treatment options considering both theoretical and therapeutic models.
- To undertake and implement risk assessment and risk management strategies for individual clients in line with HCP policies and procedures.
- To work as a team on the continuing development and improvement of the counselling service.
- To provide advice to other professionals within the service on the psychological aspects of risk assessment and management consistent with the clinician's level of competence.
- Facilitate bereavement counselling support groups and educational workshops.
- Signpost to refer clients to specialists' services when necessary.
- Stay up to date with developments in grief counselling, mental health and safeguarding practices.



- To maintain clinical record in line with HCP policies and procedures.
- To complete clinical measures, patient outcome and patient satisfaction measures in line with HCP policies and procedures.
- To act in a largely autonomous way, operating within recognized professional guidelines and the framework of HCP service policies and procedures

### **Teaching, Training and Supervision**

- To receive regular clinical supervision and line management
- To take part in regular continuing professional development
- As directed by the counselling team lead, contribute to the teaching and training on bereavement, grief, and loss.
- To undertake mandatory training as defined by HCP policy.
- To deliver counselling training to relevant teams and organisations

### **Research and Development**

- To participate in a programme of regular audits of the service consistent with the aims of clinical governance and as directed by the service manager.



## General Duties

### Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

### Equality and Diversity

- The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way which recognises and respects diversity in line with the appropriate standards.

### Health and Safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace
- All employees must comply with all Hospice Health and Safety Procedures

### Infection Control

- The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### Information Governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice's policies, procedures and guidance documents relating to information governance, and understand how this affects them in their role.

### Professional Development

- All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
- All employees are responsible for maintaining their statutory and mandatory training.

### Safeguarding Children, Young People and Vulnerable Adults

- The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are therefore expected to behave in such a way that supports this commitment.



**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**



## PERSON SPECIFICATION

<b>Job Title:</b>	Senior Counsellor
<b>Department:</b>	Wellbeing
<b>Hospice Band:</b>	Hospice Clinical Band 6

Requirements	Essential	Desirable	How identified
Education and Qualifications	<ul style="list-style-type: none"> <li>• Qualified counsellor</li> <li>• Registered with an approved, professional counselling body (e.g. BACP).</li> <li>• Advanced training in the theory and practice of counselling.</li> <li>• Practitioner level knowledge of at least two models of psychological therapy</li> </ul>	<ul style="list-style-type: none"> <li>• Further training in bereavement and/or end of life counselling</li> <li>• Further advanced training in a recognised model of psychological therapy e.g. IPT, DIT.</li> <li>• Formal recognised training in the theory and practice of clinical supervision</li> </ul>	A, I, C
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Significant experience of providing counselling</li> <li>• Experience of clinical assessment in a counselling setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with clients who have been bereaved and/or are at end of life</li> </ul>	A, I, C,



	<ul style="list-style-type: none"> <li>• Experience and understanding of the needs associated with loss, grief and bereavement</li> <li>• Experience in managing team of counsellors</li> <li>• Experience in identifying trends and issues in data.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with groups in a counselling setting</li> <li>• Experience of delivering training</li> <li>• Advanced practitioner skills in at least one model of psychological therapy.</li> <li>• Skills in formal report writing.</li> <li>• Previous experience with data input on IT systems.</li> </ul>	
Personal skills and attributes	<ul style="list-style-type: none"> <li>• Approachable, non-judgemental, and empathetic</li> <li>• Excellent organisation skills</li> <li>• Ability to maintain sustained and intense concentration</li> <li>• To use own initiative and work autonomously</li> <li>• To work well as part of a team</li> <li>• Competent in IT skills and data management/analysis.</li> </ul>		A, I, C



	<ul style="list-style-type: none"> <li>• Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.</li> <li>• Commitment to continuing professional development and to reflexive clinical practice.</li> <li>• Capacity to work in situations demanding careful clinical judgement.</li> <li>• An understanding of and commitment to equality and diversity</li> <li>• Self-awareness and an ability to recognise own stress</li> </ul>		
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A= Application form

I=Interview

T=Test

C=Certificate

