



## Role Profile: Counsellor 0hrs (MK, Luton and Bedford)

Closedown:	<b>10.00am on Monday 17.12.18</b>
How to apply:	<b>Complete the Mind BLMK Employment Application form and submit to hr@mind-blmk.org.uk</b>
Post no:	<b>323</b>
Start date:	<b>As soon as possible</b>
Job title:	<b>Counsellor</b>
Working base:	<b>Milton Keynes</b>
Area covered:	<b>Milton Keynes, Luton and Bedford</b>
Reports to:	<b>Senior Counsellor</b>
Job purpose:	<b>To deliver safe, ethical and effective counselling within Mind BLMK's counselling service.</b>
Contract type:	<b>Permanent</b>
Salary:	<b>£10.25ph</b>
Contracted hours:	<b>Zero per week – ongoing and regular in line with client need and agreement</b>
Working days and hours:	<b>To be agreed between 9.00am and 9.00pm as required</b>
Flexibility required:	<b>As agreed with clients and the Service Manager; additional availability to support service opening hours and/or attend events/meetings.</b>
Checks needed:	<b>Enhanced DBS and 2 satisfactory references</b>

## Job Description

### Service Delivery

- Provide counselling to clients with a variety of needs and from a variety of different backgrounds in line with agreed Mind BLMK working models, processes and procedures.
- Assess the appropriateness of client referrals and that the most appropriate service is provided, which may include short-term or long term counselling, wellbeing interventions, information, signposting and other Mind BLMK services, prioritising according to clients' needs.
- Carry out assessments of clients when required and in line with agreed Mind BLMK working models, processes and procedures.
- Maintain adequate records of clinical work, ensure that case notes are completed and that all record-keeping is in line with service requirements, data protection, BACP recommendations as well as agreed Mind BLMK procedures.
- Utilise the preferred case management system / database for accessing records, notes and reporting information as required.
- Fulfil professional clinical supervision requirements.
- Work closely with colleagues to ensure consistency and good communication within the organisation.
- Contribute to the development of services to improve efficiency and quality outcomes as directed by the Service Manager and Counselling Lead.

## PR

- To attend appropriate events and meetings to promote Mind BLMK.

## General

- Work within the ethos, vision and values of Mind BLMK's strategy, policies and procedures as appropriate for the service.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.
- Attend and contribute to meetings relevant to the role (own line management and clinical supervision, appraisal, staff, peer group, operational, AGM, and other external meetings as required).
- Commit to and complete training and qualifications identified for the role in line with organisational need, Staff Development and Training policies and procedures.

<b>Person Specification</b>	<b>Essential/ Desirable</b>
<b>Experience</b>	
Minimum of 3 years' experience of working as a diploma-qualified counsellor.	E
Recent experience of holding a caseload	E
Experience of carrying out assessments and delivering outcomes-based services, including counselling.	D
<b>Skills, abilities, understanding and knowledge</b>	
Understanding of the range of interventions which promote individual recovery and wellbeing.	E
Establish and maintain constructive working relationships with service users, and partners.	E
Assess and deal with risk effectively and appropriately.	E
Able to demonstrate knowledge and understanding of the use of assessment and outcomes-based counselling.	E
Excellent observation, listening and interpersonal skills.	E
Patient, tolerant and be able to understand clients' feelings and emotions.	E
Have strong ethics, be trustworthy, impartial and respect clients' confidentiality.	E
Work with individuals from various different backgrounds.	E
Able to make use of clinical supervision (evidenced by a counselling supervisor's statement).	E
High standards of written and verbal communication skills.	E
Good IT skills (MS Outlook, Word, Excel, internet)	D
Work within a time limit.	E
Work flexibly as required, including weekends and evenings.	E
Valid driving licence and access to a vehicle for the purpose of business travel.	E
Knowledge of relevant case management systems, databases and software.	D
<b>Qualifications and training</b>	
Relevant counselling diploma, recognised by the BACP.	E
Working towards or holding BACP accreditation.	E

## Entitlements/benefits:

Annual Leave	23 days
Bank Holidays	All as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 3%)
Health Plan	Optional
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Childcare Vouchers	On request
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously “Two Ticks”) since 2008.
Investors in People Charter	Mind BLMK has been awarded the Investors in People charter since 2007 ( <a href="http://www.investorsinpeople.co.uk">www.investorsinpeople.co.uk</a> )
Mindful Employer and Mindful Employer Plus signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 ( <a href="http://www.mindfulemployer.net">www.mindfulemployer.net</a> )