

## Job Description: Counsellor



**Salary:** £25,551 - £27,715 pro rata (+10% Pension)

**Hours:** 20 hours per week

**Special Terms:** Fixed term for 1 year

**Accountable to:** Health & Wellbeing Co-ordinator (IAPT Lead)

### Role Summary

LGBT Foundation's Talking Therapies Service has recently increased its provision of evidence-based psychological therapies, as part of the Improving Access to Psychological therapies Programme (IAPT).

This is a unique opportunity for a qualified Counsellor to develop their skills within a specialist voluntary sector organisation working primarily with lesbian, gay, bisexual and trans (LGBT) clients. The post-holders will already be a qualified Counsellor and will have completed, or be in the process of completing training in one of the following NICE-approved talking therapies:

- Counselling for Depression (CFD)
- Brief Dynamic Interpersonal Therapy (DIT)
- Interpersonal Psychotherapy (IT)
- Couple Therapy for Depression

They may also have the opportunity to complete training in an additional therapeutic modality from the above list, in order for the service to offer choice and meet client demand.

The post-holder will be expected to provide high quality counselling services to LGBT adults who are experiencing mild to moderate mental health problems (step 3); working autonomously within professional guidelines and ethical frameworks. Counselling will be delivered in line with NICE guidelines, with the post-holder meeting agreed key performance indicators (KPIs) as set by the Health & Wellbeing Co-ordinator (IAPT Lead).

The post-holder will be expected to work closely with other Talking Therapies Service colleagues as well as the wider Services Team; ensuring that all clients receive a seamless service from LGBT Foundation; from referral to discharge.

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## Main Duties & Responsibilities

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### Clinical Skills

- Accept referrals via agreed protocols within the service, working closely with the Intake & Triage Service to ensure clients are put onto the most appropriate treatment pathway.
- Assess clients for suitability for counselling, stepping up or down using appropriate referral pathways if the client is deemed inappropriate for the service.
- Provide interventions to clients presenting with multiple and complex personal difficulties including those arising from mild to moderate mental health difficulties, based on accurate understanding and utilising a conceptual framework of the client's difficulties.
- Work with a range of presenting issues; supporting each client to explore a range of life issues which frequently are of a distressing emotional nature.
- Exercise sound theoretical knowledge of the processes of counselling based on evidence of efficacy and to employ a range of short term counselling interventions to meet the needs of the referred client.
- Follow LGBT Foundation protocols and best practice in the assessment and ongoing management of risk and safeguarding concerns, making disclosures to the appropriate agency/colleague where necessary.
- Explore opportunities to develop therapeutic group support for suitable clients.
- Maintain the highest professional standards of practice by undertaking regular professional/clinical supervision, caseload management supervision.
- Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Keep coherent records of all clinical activity in line with service protocols.
- Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- Assess and integrate issues surrounding work and employment into the overall therapy process.

## **Professional**

- Ensure the maintenance of standards of practice established by LGBT Foundation and any regulating, professional and accrediting bodies (eg UKCP, BACP), and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- Ensure that client confidentiality is protected at all times
- Be aware of, and keep up to date with advances in the spheres of evidence-based psychological therapies and mental health.
- Display an ongoing commitment to developing knowledge and skills required to work effectively with a wide range of LGBT clients.
- Ensure clear professional objectives are identified, discussed and reviewed with the Health & Wellbeing Co-ordinator (IAPT) on a regular basis as part of continuing professional development.
- Use clinical supervision to reflect on and improve professional practice.
- Participate in individual performance reviews and respond to agreed objectives.
- Keep up to date all records in relation to Continuous Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- Attend relevant conferences / workshops in line with identified professional objectives.

## **Information & Data**

- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance.
- To ensure electronic recording of clinical activity meets the required standards, recorded accurately and in a timely fashion to meet the timely reporting of KPIs.
- Produce activity reports as requested by the Health & Wellbeing Co-ordinator (IAPT).
- Comply with LGBT Foundation's Information Governance and Data Protection policies, ensuring that all sensitive information is dealt with in line with organisational standards.

## General

- To contribute to the development of best practice within the service.
- To work with relevant colleagues to increase awareness of the service, supporting the development of promotional materials and updating service information on LGBT Foundation's website.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to mental health.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by LGBT communities.
- In common with all staff, you have a responsibility for your own personal and professional development and training, and for drawing attention to your own training needs as well as those of colleagues that you work with.
- Any other duties commensurate with the skills and abilities of the post holder as directed by your line manager.
- All staff are expected to maintain a flexible approach to their roles and respond to LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time. This will be done in consultation with the post holder.

## Person Specification

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

| Attributes                      | Essential  | Desirable  | Method of assessment                                       |
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| <b>Education/Qualifications</b> | <p>Completion of a British Association for Counselling and Psychotherapy accredited counselling course at diploma level (4) or equivalent.</p> <p>Evidence of working towards British Association for Counselling and Psychotherapy Accreditation.</p> <p>Trained, or undertaking training in one of the following IAPT approved therapies:</p> <ul style="list-style-type: none"> <li>• Counselling for Depression (CfD)</li> <li>• Brief Dynamic Interpersonal Therapy (DIT)</li> <li>• Interpersonal Psychotherapy (IT)</li> <li>• Couple Therapy for Depression</li> </ul> | <p>Accreditation with British Association for Counselling and Psychotherapy.</p> | <p>Application form</p> <p>Certificates and references</p> |

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| <p><b>Knowledge</b></p> | <p>Demonstrates an understanding of anxiety and depression and how it may present in a primary care setting</p> <p>Demonstrates knowledge of the issues surrounding work and the impact it can have on mental health</p> <p>Demonstrates excellent knowledge of the theory and practice of at least two therapeutic models</p> <p>Knowledge of medication used in the treatment of common mental health problems, particularly depression and anxiety</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</p> <p>Knowledge and understanding of some of the common experiences and needs of LGBT people</p> |  | <p>Interview</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form</p> <p>Application form / Interview</p> <p>Application form / Interview</p> |

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| <p><b>Experience</b></p> | <p>Demonstrable experience of delivery counselling for at least two years (post qualification)</p> <p>Demonstrable experience of delivering short-term counselling</p> <p>Experience of working towards and meeting agreed performance and service targets</p> <p>Ability to manage own caseload and time</p> <p>Experience of writing clear reports and letters to referrers</p> | <p>Experience working in a stepped care service for anxiety and depression.</p> <p>Experience of working therapeutically with groups.</p> <p>Experience of working directly with LGBT clients in a</p> | <p>Application Form</p> <p>Interview</p> <p>Application Form</p> <p>Application form / Interview</p> <p>Application form</p> <p>Interview</p> <p>Application Form</p> <p>Application Form / Interview</p> |

|                                  |  | service delivery<br>role |  |
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| <b>Skills &amp; Competencies</b> | <p>Excellent communication skills.</p> <p>Computer literate</p> <p>Has received training (either formal or through experience) and carried out risk assessments within scope of practice</p> <p>Able to develop good therapeutic relationships with clients</p>  |                          | <p>Interview</p> <p>Application form</p> <p>Application Form / Interview</p> <p>Interview / Reference</p>          |
| <b>Other Requirements</b>        | <p>High level of enthusiasm and motivation.</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability to work under pressure</p> <p>Regard for others and respect for</p> |                          | <p>Interview</p> <p>Reference</p> <p>Application form/ interview</p> <p>Interview / Reference</p> <p>Interview</p> |



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|  | <p>individual rights of autonomy and confidentiality</p> <p>Ability to be self reflective, whilst working with service users, in own personal and professional development and in supervision</p> |  | Interview        |
|  |   | Car driver and/or ability and willingness to travel to different training/service delivery locations | Application form |
|  |   | Fluent in languages other than English   | Application form |
|  |   | Experience of working with diverse communities within a multicultural setting                        | Application form |

### Terms and Conditions

- (i) **Hours** – 20 per week, with an expectation of some evening and weekend work
- (ii) **Annual Leave** – 25 per annum (pro rata) plus Bank Holidays, rising to 30 after 5 years' service (*pro rata where appropriate*)
- (iii) **Probation Period** – Post subject to successfully completing a 6 month probationary period
- (iv) **Employers contributory pension** – 10% of annual salary (applied the month following completion of the probationary period).