

JOB DESCRIPTION

ROLE: Counsellor

REPORTS TO: Services Manager

ACCOUNTABLE TO: CEO

LOCATION: Sara Lee Therapy Centre, St. Michael's Hospice and other locations across Hastings & Rother as required (including home visits)

SALARY:

To c. £27,000 pro rata based on 37.5 hours full-time equivalent, for 12 hours per week, delivered over 2-3 days. 33 days annual leave (inclusive of statutory bank holidays)

ROLE SUMMARY:

To provide counselling to patients with cancer and other life-threatening illnesses and their families/carers, at times agreed with the Services Manager and in accordance with the Trust Service Specification and Therapist Guidelines. Counselling may be provided at our Therapy Centre in Sidley, St. Michael's Hospice, patient homes or other external venues across Hastings and Rother.

MAIN DUTIES:

Counselling

1. Manage own counselling caseload, adhering to the standards, guidelines and procedures set out in the SLT Service Specification and Therapist Guidelines
2. Ensure that systematic, holistic assessment, planning, implementation and evaluation of therapy is undertaken for patients and families/carers
3. Have regard for circumstances when counselling would not be appropriate and if in doubt regarding patient suitability to receive counselling discuss with the Services Manager, or, in their absence, the referring professional
4. Monitor and review the effectiveness of the counselling given and modify it as necessary
5. Ensure that patients and families/carers receive appropriate, up to date information regarding the therapies and other activities provided by the SLT
6. Liaise with other professionals in the hospice, hospital, GP surgeries and community, as appropriate
7. Manage appropriate professional boundaries within the therapeutic relationship
8. Provide regular feedback and report any concerns to the Services Manager regarding patient and family/carer care and support
9. Contribute to the development of Trust therapy services
10. Engage with evidence based research to enable growth and development of therapy practice
11. Maintain therapy records in accordance with mandatory, legal and other regulatory requirements
12. Manage booking of appointments using electronic calendar
13. Demonstrate flexibility to meet service needs, being available for some evening and weekend work

Service development

1. Develop links with local referrers, and community, voluntary and other local groups and services
2. Make health information and promotional material increasingly accessible
3. Be actively involved in the recruitment of volunteer counsellors in coordination with the Services Manager
4. Support and mentor Trust volunteer counsellors

5. Contribute to other services where psychological therapy or input are required – e.g. group activities, presentations to partners, training of volunteers

Training Personal Development and Professional Accountability

1. Attend SLT and partner education/training programmes as appropriate
2. Undertake and provide evidence of continuing professional development in accordance with the regulations of the appropriate professional body
3. Be aware of, and comply with, all SLT policies and procedures, and all relevant partner policies and procedures
4. Attend regular Trust therapy team meetings and others, as agreed
5. Participate in clinical supervision/reflective practice
6. Maintain registration with the BACP or UKCP, in accordance with the SLT Service Specification and Therapist Guidelines
7. Act at all times in accordance with the codes of professional conduct of all applicable professional bodies and the SLT Service Specification and Therapist Guidelines
8. Maintain up-to-date professional indemnity insurance
9. Maintain a healthy, safe and secure workplace (inc. reporting of hazards, injuries, and any areas of concern to management)

Fundraising

The Sara Lee Trust is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason it is expected that all members of staff will endeavour to support the fundraising activities of the Trust, taking appropriate opportunities to explain the way the SLT operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

Equal Opportunities

The aim of the Trust’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, disability, marital status, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its service are treated and supported according to their needs.

This role description is not intended to be a complete list of duties and responsibilities, but as a guide for information about the post. It will be amended and developed in the light of experience and will be the focus for objective setting in the annual performance review.

Post holder’s Name:

Post holder’s Signature: Date.....

CEO Name:

CEO Signature: Date.....