

Job Description

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| **Job Title:** | Counsellor | | |
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| **Grade:** | Scale 6 Band 26-28  £22,452.77 - £23,956.23  £8983.52- £9580.48 (Actual Annual Salary) | | |
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| **Immediate Supervisor:** | Counselling Service Manager | | |
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| **Immediate reports:** | N/A | | |
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| **Hours of Duty:**  **Location:**  **Staff Benefits:** | **14** hours per week, two days per week.  This will include working across our two Wellbeing Centres in Middleton and Rochdale.  Rochdale  25 Days Annual Leave, rising with extended service to 32 days per year, plus statutory bank holidays pro rata  Auto-enrolment Pension scheme with 3% contribution from the organisation  We offer ongoing training and development opportunities  We are committed to providing wellbeing opportunities in support of staff, including an Employee Assistance Programme. | | |
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| **Any Special Conditions of Service:** | All service delivery will model the belief that we all have the potential to make positive change and to lead meaningful and purposeful lives.  All staff will contribute to the ongoing development of an ambitious and inspirational culture and provide hope, empowerment and choices that support individuals to thrive and reach their full potential.  This role is subject to an Enhanced with Barring List Disclosure and Barring Service (DBS) Check. A previous conviction does not necessarily preclude employment.  If you require further information or support regarding criminal record disclosures, please visit [www.nacro.org.uk](http://www.nacro.org.uk) or [www.unlock.org.uk](http://www.unlock.org.uk)  To support this we embrace our values of:  Open – We reach out to anyone who needs us.  Together – We are stronger in partnerships.  Responsive – We listen, we act.  Independent – We speak out fearlessly.  Unstoppable – We never give up. | | |
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Summary of Main Duties and Objectives of the Job:

Rochdale and District Mind aim to support people in Rochdale, Heywood, Middleton and the surrounding areas to develop and sustain good mental health and emotional wellbeing. We are a recognised effective provider of services to support emotional health & wellbeing, which includes the provision of commissioned therapeutic services and hold BACP Service Accreditation.

1. Proactively collaborate with stakeholders (both internal and external) to promote the service and establish a clear pathway of direct support into the service.
2. Utilise flexible approaches to remove barriers and support engagement in the service and the development of mental health and wellbeing, including working in community/neighbourhood settings.
3. Undertake clinical and holistic, initial assessments of needs, including assessing risk and safeguarding issues.
4. To be up to date with local safeguarding procedures/pathways and adhere to all quality and safeguarding standards as set out in Rochdale & District Mind’s policies and procedures, promoting and safeguarding at all times.
5. To carry and maintain a clinical caseload.
6. Be self-administering and undertake the associated case management and administrative work in accordance with funding requirements.
7. To keep excellent and up-to-date records of work with service users at all times, adhering to confidentiality and information sharing protocols in conjunction with safeguarding requirements.
8. Actively contribute to the delivery and evaluation of the service. Ensure all provision has associated qualitative and quantitative data, evidencing outcomes for monitoring information and reporting requirement.
9. Actively take responsibility for personal development and participate in team, clinical and working group meetings, and Rochdale & District Mind’s line management supervision and appraisal processes and also clinical supervision. Be responsive to feedback and direction.
10. To keep informed of and adhere to the BACP’s code of ethics.
11. To be able to evidence Rochdale & District Mind’s values at all times, which underpin Rochdale & District Mind’s mission to ‘ensure that people do not face mental health issues alone and can lead their lives free from stigma and discrimination’ by being open, collaborative, responsive, independent and unstoppable.
12. To work flexibly as may be required by the needs of the service.
13. To work as part of a diverse team, involving immediate colleagues and others from within the organisation. To establish effective boundaries, communication, and working relationships with service users based on the achievement of agreed objectives.
14. To work effectively with staff from other services, elected members, health organisations, and voluntary and statutory agencies. To provide help and advice about additional services so that individuals have a full appreciation of the services available within the borough.

Responsibilities:

1. Ensure that the organisations statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
2. Perform their duties in accordance with Rochdale and District Mind’s Equal Opportunities Policy and all other policies.
3. Ensure that Rochdale and District Mind’s commitment to service user involvement and the principle that service users will be encouraged to provide feedback so services can be developed.
4. To record and maintain records in accordance with the requirements of Rochdale and District Mind, external funders, agencies and quality systems.
5. To communicate effectively and efficiently within the service and externally, to ensure that individuals realise their potential.
6. To maintain an up to date work plan and to meet regularly with the Therapeutic Lead for supervision/appraisal.
7. Be responsible for own safety and welfare in accordance with the Health and Safety Policies of the organisation for service users and volunteers, under the direction of  your line manager.
8. To undertake training and other learning opportunities as required and take a shared responsibility for personal development.
9. To work within our policies and procedures for maintaining safeguarding principles whilst working with service users, volunteers and staff, with support from your line manager and the Designated Safeguarding Lead.
10. To undertake any duties and responsibilities of an equivalent nature, as may be determined by the CEO from time to time in agreement with the post holder and after consultation.

General principles for all Mind staff:

1. To promote the empowerment of people who experience mental health and emotional wellbeing issues and to help them speak out.
2. To support the active participation of mental health and emotional wellbeing service users in the services they receive.
3. To practice anti-discriminatory behaviour and to adhere to Rochdale and District Mind’s objectives and policies in the delivery of all its services.

These responsibilities are subject to annual review and may need to be adjusted in line with service developments.

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| Prepared by | Katie Howard-Spink | Date | 25/09/2023 |
| Agreed by Post holder | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Chief Officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |