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| **JOB TITLE:** | **CfD Counsellor- Talking Therapies** |
| **REPORTING TO:** | **Talking Therapies Services Manager** |
| **RESPONSIBLE FOR:** | **None** |
| **HOURS:** | **Part time/ Full time** |
| **SALARY:** | **£28000** |
| **CONTRACT TYPE:** | **Permanent** |
| **LOCATION:** | **Hertfordshire** |
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**ABOUT GUIDEPOSTS TRUST**

Guideposts is a UK based charity working with people in local communities to help them access the support, opportunities, and skills they need to overcome social challenges, improve their wellbeing and change their lives.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose, and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

**PURPOSE OF ROLE**

Guideposts provides a range of services designed to meet individual needs, so that each person is given an opportunity to fulfil their aspirations and maximise their potential. We seek to achieve excellence in our work and lead the way in delivering and disseminating good practice.

* Guideposts counselling service provides evidence-based Counselling for Depression (CfD) in line with NICE guidance to people from age 18+ who are experiencing depression and meet suitability criteria to benefit from Talking Therapies.
* Guideposts is commissioned by Hertfordshire County Council as one of the providers of Counselling for Depression (CfD) for Hertfordshire NHS Talking Therapies. **CfD is a short-term high intensity evidence-based treatment recommended by NICE guidelines, for people experiencing mild to moderate depression.**
* Guideposts Talking Therapies service provides a confidential and accessible service to people referred by HPFT SPA/The Wellbeing Service (East and North Hertfordshire) and GPs (South and West Hertfordshire). People will be offered 6 to 10 sessions of CfD with options to extend if needed.

**Central and foundational elements of the service include:**

* Consistency.
* Privacy.
* Inclusivity.
* Person centred.
* Timely
* Accessibility
* Flexibility.
* Collaborative.
* Evidence based

**Key features of support provided by the service include:**

* Confidential
* Non-stigmatising
* Individualised
* Compassionate
* Holistic
* Trauma-informed
* Integrative
* Relational
* Short-term

**KEY REPONSIBILITIES**

* Ensure compliance with legal, ethnical, regulatory requirements.
* Use clinical supervision to reflect on and improve professional practice.
* Participate in reflective practice, teaching and learning opportunities.
* Participate in individual performance reviews and respond to agreed objectives.
* Contribute to the development of best practice within the service
* Ensure all duties are carried out in a manner which promotes equality and diversity.
* Work autonomously, and under own initiative to manage a range of priorities across competing agendas.
* Use a broad theoretical knowledge to critically evaluate and interpret complex information.
* Be research aware and able to contribute to the research projects where appropriate.
* Develop professional working relationships with colleagues and across the organisation.
* Support the use of data to reflect, guide and improve practice and performance.
* Keep current records in relation to CPD and ensure personal development plan includes the development of specialist knowledge.
* Maintain confidentiality and respect the individual needs of the client.
* Adhere to record keeping policy and information governance requirements.
* Create opportunities for client involvement in service development and quality improvement.
* Maintain a flexible approach and responsive to the changing needs of the service and organisation.

**KEY ACCOUNTABILITIES**

* Deliver CfD to clients aged 18 and above.
* Maintain high standards of clinical record keeping including electronic data entry and recording, report writing and exercise professional self- governance.
* Ensure electronic recording of clinical activity meets the required standards, recorded accurately and in a timely fashion to meet the reporting of KPIs.
* Comply with Information Governance and Data Protection policies, ensuring that all sensitive information is dealt with in line with organisational standards.
* 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.
* Maintain the highest professional standards of practice by undertaking regular professional/clinical supervision and caseload management supervision.
* Maintain coherent records of all clinical activity in line with service protocols.
* Ensure timely and accurate data reporting to the local authority as per process and procedure.
* Complete all necessary administration, including reviewing client referrals, completing outcome measures and monitoring/collecting client feedback.
* Adhere to service and local authority protocol and procedure for CfD session extension requests.
* Follow service and local authority policy and procedure for safeguarding concerns.
* Ensure discharge planning is collaborative and includes signposting and onward referral if needed.
* Complete comprehensive discharge summaries for GPs.
* Attend clinical supervision in accordance with BACP requirements.
* Ensure clear professional objectives are identified, discussed and on a regular basis as part of continuing professional development (CPD).
* Maintain professional attitude and conduct towards fellow team members, clients and professionals.
* Contribute to improving the quality and effectiveness of evidence-based modalities within the service.

**KEY COMPETENCIES**

* Offer a therapeutic relationship that facilitates experiential exploration within a relational context
* Knowledge
* Skills
* Authenticity
* Flexibility
* Communication
* Collaboration
* Notify the service manager of Leave/Sickness/Pay administration.

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/ Membership of Professional Body** | Person Centred Experiential Counselling for Depression (PCE-CfD} or at least part 1 of the training completed |  |
| **Experience** | Experience of delivering Counselling for Depression within a Talking Therapies service.  Experience in safeguarding issues and the assessment and management of clinical risk.  Experience in recording and handling clinical data in a sensitive manner and in line with data protection.  Experience of service evaluation and service improvement.  Experience of working with diverse communities within a multicultural setting. |  |
| **Knowledge and Skills** | Knowledge of depression.  Knowledge of the basic assumptions and principles of counselling for depression.  Capacity to use clinical judgment when implementing treatment models.  Knowledge of, and ability to operate within, professional and ethical guidelines.  Ability to work with difference (cultural competence)  Ability to explain and demonstrate the rationale for counselling.  Ability to foster and maintain a good therapeutic alliance, and to grasp the client’s perspective and ‘world view’.  Ability to help clients make sense of experiences that are confusing and distressing.  Ability to help clients reflect on and develop emotional meanings.  Ability to use measures to guide therapy and to monitor outcomes.  Ability to conclude the therapeutic relationship  Able to communicate effectively and confidently across various platforms such as email, telephone, online video, and face to face.  Able to develop collaborative working relationships with colleagues and contribute to a positive team culture.  Capacity to adapt interventions in response to client feedback.  Proficient in IT Systems and Microsoft Office, including Teams, Word, Excel, Outlook and accurate and efficient data entry.  Ability to organise, manage and prioritise own workload with initiative and good time management.  Knowledge and understanding of the BACP ethical framework.  Ability to use session by session outcome measures to monitor practice.  Able to communicate complex technical or clinically sensitive information to clients, organisations and professional colleagues both within and outside the organisation.  Able to contribute effectively to service development and service improvement. |  |
| **Supervision, teaching, training** | Knowledge and experience of and commitment to the supervision process, including:   * Clinical case management supervision * Clinical skills supervision * Peer supervision * Reflective practice/ supervision * Line management supervision   Ability to support others to improve their practice. | Experience of developing and delivering specialist training sessions/programmes. |
| Values | Committed to continuous professional development.  Demonstrates empathy and compassion towards others  Demonstrates resilience, adaptability and a flexible approach  Is motivated and committed to ongoing learning and self-development. |  |
| Personal | Able to contain and work with organisational stress and able to hold the stress of others.  Able to manage exposure to traumatic circumstances including frequent exposure to highly distressing and emotional circumstances.  Respectful approach to others, including clients, colleagues, and fellow professionals.  Able to negotiate and manage confrontation effectively and professionally. |  |
| Other | Confident in Lone Working and following safety procedures.  Be accountable for own work, autonomous counselling practice.  Work towards defined results.  Be committed to working collaboratively with clients.  Be willing to travel occasionally and work outside normal office hours. |  |
| **Qualifications/ Membership of Professional Body** | Person Centred Experiential Counselling for Depression (PCE-CfD} or at least part 1 of the training completed |  |
| **Experience** | Experience of delivering Counselling for Depression within a Talking Therapies service.  Experience in safeguarding issues and the assessment and management of clinical risk.  Experience in recording and handling clinical data in a sensitive manner and in line with data protection.  Experience of service evaluation and service improvement.  Experience of working with diverse communities within a multicultural setting. |  |

**OTHER DETAILS**

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role.  Responsibilities may be subject to review and may be varied in emphasis depending on operational requirements.  It may be amended from time to time in discussion with the post holder.

If your role involves driving for work purposes, you will be required to obtain Class 1 business insurance.