**JOB DESCRIPTION**

### Job Title: Clinical Manager

### Responsible To: Board Salary: £33,282

### Hours of Work: 35 hrs

**THE ORGANISATION**

Insight Counselling is an independent community based charitable organisation, committed to supporting and promoting the mental wellbeing of people in the Dundee and Angus. The principal funder is NHS Tayside and funds are also received through contracts with the private sector, several charitable trusts, and private donations.

Counselling is provided for a range of conditions including depression, anxiety, anger, bereavement, eating disorders, stress, and abuse.

Counselling methods include Person-Centred, Integrative, Pluralistic, Cognitive Behavioural Therapy, Humanistic, Psychodynamic, Group work, Gestalt and Transactional Analysis.

### MAIN RESPONSIBILITIES OF THE POST

* Professionally line-manage and develop the counselling staff within the service
* Mentor new counsellors and students / trainees building a rapport and team spirit within the organisation
* Recruit and induct new placement counsellors
* Manage suggestions and complaints
* Regularly monitor counsellors
* Support training of counsellors e.g. by provision of in house CPD opportunities
* Conduct and record risk assessments
* Identify own learning needs through reflection on performance and participation in 1:1 supervision
* Participate in team meetings and provide practical support to colleagues

Organisational / administrative responsibilities

* Support and work with counsellors and referrers to ensure appropriateness of referrals and counselling being offered
* Maintain and develop service guidelines, policies and protocols and ensure that the service maintains its registered status with the British Association of Counselling and Psychotherapy (BACP) and Counselling & Psychotherapy in Scotland (COSCA)
* Research funding applications which will enhance develop and maintain the counselling service and assist the Business Manager with applications for such funding
* Produce reports and development plans to the Board of Directors and external funders as required
* Ensure quality of service by monitoring data collection and client feedback
* Regularly audit the notes and correspondence of counsellors within the service to ensure that best practice is followed
* In collaboration with the Business Manager oversee promotion and publicity of the service
* Undertake other duties that may be required and which are commensurate with the post.
* Ensure that effective external counselling supervision is provided.
* Ensure that adequate records are kept in accordance with data protection guidelines whilst protecting confidentiality of all clients
* Together with the administrator, manage client diary system for referrals to all counsellors
* Update and maintain database with required statistics
* Check counsellors’ absence/holiday requests

The responsibilities outlined above are not intended to be exhaustive and merely serve to indicate the nature and range of tasks involved. They reflect the current needs of the service and in consultation with the postholder are liable to be varied to reflect or anticipate changes to the developing nature of the service.

The post-holder shall be employed by Insight Counselling (a registered charity in Scotland, SC027009).

* The post holder will work 35 hours per week. Hours will be worked flexibly.
* A job share arrangement may be considered.
* Annual leave entitlement is 30 days per annum plus 10 public holidays. The office closes for 2 weeks over the Christmas period and 6 days annual leave must be taken at that time. The leave year runs from 1 January
* The post-holder will be line-managed by the Chair of the Board of Directors
* There is a probationary period of three months.
* The appointment is terminable on two month’s notice in writing.
* An enhanced check through Disclosure Scotland will be required.
* Insight Counselling contributes to a pension scheme.
* Job descriptions are reviewed from time to time.