**Changes East Lothian**

**Counsellor Job Description**

*Updated April 2023*

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| **Job Title:** | **Counsellor** |
| **Hours and term:** | * Part time between 14 and 20 hours hrs p/w * Until end March 2024, with the possibility of continuation subject to funding * 35 days annual leave (incl. public holidays) pro rata |
| **Pay scale and salary** | SP26 £ 26, 975 pro rata (4% pension contribution) |
| **Location:** | Changes Office, 108 Market Street, Musselburgh |
| **Reports to:** | Therapy Manager |
| **Direct Reports:** | None |

**Conditions:**

1. All staff are required to comply with Changes Terms and Conditions of Service stated in Changes contract of employment.
2. In addition to the duties and responsibilities outlined in this Job Description, all staff are expected to adopt a flexible approach, undertaking additional tasks or responsibilities as may be required of them by Changes management.
3. All staff are expected to have an understanding of the difficulties faced by people with mental health problems and knowledge of mental health issues.
4. All staff are expected to undertake further training as required.

**Job Summary:**

Changes operates a small, vibrant, generic counselling service for adults in East Lothian aged 16 and over. Our team of about 10 part-time counsellors are a mix of staff, trainee and volunteer therapists offering around 45 appointments per week. We are looking to recruit qualified therapists passionate about mental health, wellbeing, and community, with an appetite for teamwork. The successful candidate will provide 1-1 counselling within a short-term, hybrid model, carry out counselling consultations (assessments), mentor trainee counsellors, write referrals and reports and undertake administrative tasks relating to client work. They will play an active role as a member of the Changes team, contributing ideas and input to support the development of Changes wider services. **Main Duties and Responsibilities**

1. Providing counselling on an individual basis within a short-term, hybrid model (face to face, telephone and video; usually up to 8 sessions)
2. Maintaining client files and other associated administration using electronic records which comply with Changes policies and professional guidelines.
3. Using the CORE and WEMWBS systems of evaluation
4. Carrying out initial consultation appointments with new referrals, including telephone/video consultations.
5. Writing referrals to other services as required, ensuring that consent is obtained.
6. Facilitating therapeutic groups as required (this is not currently offered but may be introduced in the future).
7. Assisting with the development and implementation of procedures to ensure a high-quality experience of therapy for all clients.
8. Arranging and engaging in external supervision sessions at levels in accordance with the standards set out in British Association of Counselling and Psychotherapy (BACP) guidelines. Costs are covered by Changes, with a tri-party agreement in place.
9. Ensuring adherence to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
10. Working within the ethical guidelines set out by the BACP.
11. Maintaining knowledge of legislative, good practice and local / national developments which affect counselling services.
12. Involvement in the recruitment of trainee and volunteer counsellors when required.
13. Supporting trainee therapists at Changes, through Changes trainee mentor scheme.
14. Attending and actively participating in Changes team meetings, therapy meetings and other relevant meetings as required. Playing an active role in building and maintaining healthy working relationships within the team.
15. Building and maintaining positive connections with colleagues from the third sector, NHS and local authority to ensure effective sign -posting, referrals and partnership working.
16. Contributing data to allow Changes to monitor and evaluate its services.
17. Contributing to the writing of applications and reports for funders and Changes Board of Trustees.
18. Undertaking any other reasonable duties as required by Changes management to meet the needs of Changes East Lothian.