



JOB DESCRIPTION

Job Title:	Clinical Coordinator (Adult / Children and Young People)
Charity:	Human Development Scotland (HDS)
Base:	Work from Home / HDS Offices (Glasgow)
Contracted Hours:	Part time – 11.25 hours per week (0.3 FTE)
Contract:	Permanent
Grade / Salary:	£45,000 per annum pro rata
Responsible To:	Director

Job Summary

HDS delivers a range of therapy services which includes a direct service to service users and through HDS' Employee Assisted Programme contracts.

We are looking for an experienced Clinical Coordinator to fill a part-time role. Candidates must be comfortable working independently, and confident in using communications tools both on and offline.

The successful candidate will play an essential role in a small and friendly team, focusing on developing the therapy services. The candidate will also be responsible for ensuring the service is in line with governance guidelines, reporting directly to the Board of Trustees. They will act as first point of contact with service users and employers and allocate qualified counsellors. The Coordinator will provide support and guidance to counsellors and have responsibility for supporting up to 6 HDS students with their placements.

The role can be undertaken from home however there is an expectation to attend the office from time to time.

Service Specifications

- Psychodynamic Counselling
- Affordable and Accessible Counselling
- Psychoanalytic Psychotherapy
- EAP Counselling
- CYP Counselling
- CYP Psychotherapy



Main Responsibilities

These will include but are not restricted to:

- Be first point of contact to service users and EAP employers
- Assess the needs of the service user / EAP employee
- Allocate counsellor with the service user / EAP employee
- Oversee governance of the service and reporting to the Board of Trustees on a regular basis
- Manage and support up to 6 HDS students from our counselling programme who will be undertaking placements with the service
- Arrange and chair bi-monthly meetings with counsellors
- Develop and position the service to be eligible for grant funding

Other Responsibilities

The Coordinator will be responsible for liaising with local GP surgeries and organisations to promote the therapy service to increase referrals to the service.

For the purpose of monitoring and expanding / improving the service, the Coordinator will oversee / evaluate data gathering such as feedback questionnaire, evaluations etc. They will provide statistical data to the Board on a quarterly basis such as number of individuals seen, sessions delivered, income generation, source of referrals. This information will be used for the annual report.

Key Internal Relationships

- Director
- Board of Trustees
- HDS Staff Team
- Course Leads and Tutors
- Counsellors

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. HDS is a small team and the postholder will also be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.



Confidentiality

The postholder must maintain confidentiality of information relating to all clients, service users and staff.

Equal Opportunities

The Charity has a clear commitment to its equal opportunities policy, and it is the duty of every employee to comply with the detail and spirit of the policy.

Person Specification and Profile

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Good written and spoken English • Ability to work on own initiative and prioritise workload • Ability to work well under pressure • Excellent attention to detail • Well-developed problem-solving skills • Experience of using online platforms for delivery counselling sessions 	
Education and Experience	<ul style="list-style-type: none"> • Hold a recognised qualification in psychodynamic counselling / psychotherapy • Have at least two years post qualifying experience • Be accredited by one of the recognised professional bodies listed below. • Be a member of an appropriate professional organisation: eg BPC, COSCA, BACP. • Demonstrate a commitment to evidenced CPD • Be prepared to take part in audit processes as outlined below • Have supervision by an experienced psychodynamic practitioner 	<ul style="list-style-type: none"> • Have previous experience coordinating a therapeutic service.
Recognised Professional Body	<p>Minimum one of the below:</p> <ul style="list-style-type: none"> • ACP – Association of Child Psychotherapists • BACP – British Association for Counselling and Psychotherapy • BASRT – British Association for Sexual and 	



	Essential	Desirable
	Relationship Therapy BPC – British Psychoanalytic Council <ul style="list-style-type: none"> • COSCA – COSCA Counselling and Psychotherapy in Scotland • SAPP – Scottish Association of Psychoanalytic Psychotherapists • UKCP – United Kingdom Council for Psychotherapy 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to HDS’ aims and objectives • Ability to work on own initiative as part of a collaborative team • Excellent interpersonal skills • Commitment to high standard of customer service • Highly organised and efficient 	<ul style="list-style-type: none"> • Flexibility on working hours to meet the needs of the therapy service
Other	Work in line with HDS’: <ul style="list-style-type: none"> • Code of Conduct • Safeguarding Policy • Other relevant policies and procedures 	