

## Job Description

<b>Job Title:</b>	Youth Counsellor
<b>Location:</b>	East Renfrewshire Youth Counselling Service
<b>Responsible to:</b>	Youth Counselling Service Manager
<b>Hours:</b>	21 hours per week
<b>Salary:</b>	SP 27 – 30    £23,090 - £25,562 per annum pro-rata
<b>Travel:</b>	45p per mile

### **Summary**

To provide confidential counselling, which is evidence based, to 11 to 18 year olds and families in a variety of school settings, community settings telephone and or video platforms.

To work as part of a multi-disciplinary team in identifying and supporting young people with additional support needs.

To undertake initial assessments and risk assessments of young people referred to the service.

To refer work with referrals of young people from the Healthier Minds Hub, this would include referring on to other services such as CAMHS who are part of the Healthier Minds Hub.

To support other professionals in their roles with young people with additional support needs as and when appropriate.

### **Duties**

- Conduct initial needs assessments with young people who have been referred from the Healthier Minds Hub.
- Consult an agreed number of clients per week.
- Maintain efficient appointment schedules for clients.
- Provide regular written feedback to referrers, when appropriate, on the progress or work with clients, ensuring professional standards are maintained at all times.
- Adhere to established administrative procedures and systems with regard to:
  - Referrals
  - Assessments
  - Risk assessments

## RAMH

- Reviews
  - Discharges
  - Recording and storing of client information
  - Service evaluation protocol
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- Ensure client confidentiality is paramount in all areas of work.
  - Positively promote East Renfrewshire Youth Counselling Service and RAMH and behave in a professional manner when representing the service.
  - Attend monthly clinical supervision and caseload management sessions with RAMH Counselling Services Manager/ Line Manager.
  - Attend monthly external clinical supervision with a supervisor approved by RAMH in accordance with BACP/COSCA/NCPS guidelines and contracted counselling hours.
  - Attend regular team meetings.
  - Being working towards Accreditation.

Keep abreast of current trends and developments in the counselling field and continue to promote personal and professional development.

Adhere to the SSSC (Scottish Social Services Council) code of conduct.

### **Scottish Social Services Council Registration:**

- All staff must be aware of timescales and requirements of registration with SSSC – Scottish Social Services Council.
- Staff who are registered must take personal responsibility of making themselves aware of the requirements of registration and adhere to these requirements.
- It is NOT the responsibility of RAMH to register staff.
- Staff who are required to register with SSSC and don't complete registration within the timescales set out, will NOT be able to be employed in their current role, until registration is completed. This means that there may be no employment opportunities for staff if they are not registered.
- Failure to register within timescales will result in disciplinary action.

**This job description is a general outline of the post and the post holder will be expected to undertake other duties as determined by RAMH Counselling Services Manager.**

## Person Specification

### Youth Counsellor – East Renfrewshire

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
Holder of a recognised Post Graduate (or equivalent) diploma in counselling comprising a minimum of 450 academic hours	✓	
BACP or COSCA accreditation		✓

<b>EXPERIENCE</b>		
At least 150 supervised counselling hours in the field of mental health.		✓
Experience of counselling 11 to 18 year olds in school and/or community settings.	✓	
Working knowledge of the theories underpinning child and adolescent development.	✓	
Working knowledge of adolescent mental health issues	✓	
Ability to manage your own caseload, setting up appointments and completing the appropriate paperwork including using evaluation tools and quantifying outcomes.	✓	
Ability to undertake initial needs assessments including the assessment of risk	✓	
Proven ability to work as part of a multi-disciplinary team.	✓	
Ability to work unsupervised using own initiative	✓	

<b>SKILLS</b>		
Excellent interpersonal skills	✓	
Effective communicator	✓	
The ability to enable people to utilise social and therapeutic activities	✓	
Ability to delivery counselling session face to face, telephone and or on video platforms	✓	
IT Literate	✓	

<b>PERSONAL TRAITS</b>		
Self motivated	✓	
Flexible/adaptable	✓	
Creative Thinker	✓	
Team member	✓	