

STEP 2 YOUNG PEOPLE'S HEALTH

Job description for Clinical Lead – Counselling and Therapeutic Services

Job Title: Clinical Lead – Counselling
Grade: SCP 27 (£35,745) plus 5% pension contribution and contribution towards clinical supervision.
Hours of work: 21 hours per week.
Location: Mayfield Centre, Broadway Ave, Bradford BD5 9NP
Accountable to: Step 2 CEO and Trustees

Background information

The following information is provided to help staff joining Step 2 to understand and appreciate the work content of the post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used; in which case all usual associated routines are naturally included in the job description.
2. Employees should not refuse to undertake work, which is not specified on this job description, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Employees will be required to participate in an induction programme, which may include training and planning sessions.

Main Purpose:

To ensure that Step 2's Counselling Service has strong clinical insight and direction. The service includes person centred counselling for children, young people and their families, clinical supervision for key staff members in partner agencies, and training around children and young people's mental health. The counselling service is offered in a number of settings, including primary and secondary schools, health centres and community settings.

Responsible to:

Line management and guidance will be provided by the service lead.

The post holder will report back to the CEO and will contribute towards reporting to the trustees as appropriate.

Main Task/Activities:

1. To ensure a structure is in place that maintains the high quality of clinical practice that children and young people require.
2. To ensure counsellors receive appropriate and relevant clinical supervision, line management, and CPD.
3. To ensure counsellors feel connected to the organisation, have opportunities to share good practice with others, and feel part of the wider team here at Step 2.
4. To offer clinical supervision to professionals in partner agencies, who have purchased this element of the service from us.
5. To offer appropriate clinical supervision for counsellor placements when there is sufficient capacity to do so.
6. To play an active role in the recruitment and retention of high-quality counsellors.
7. To be responsible, alongside the CEO, for implementing, monitoring and managing safeguarding protocols, and to work closely with other partners and external agencies to ensure the safeguarding of children and young people accessing the service.
8. To ensure all necessary policies, procedures are in place and adhered to, and that the service complies with the ethical standards required by the BACP, and other relevant professional bodies.
9. To ensure that recording of client contact is relevant, accurate, up to date and of good quality. To support with the reporting of this.
10. To hold a small caseload of counselling clients (young people).
11. To receive external clinical supervision.
12. To oversee the professional development of the counselling team, and to look to develop opportunities to provide relevant training to counsellors and other partners, in consultation with the service lead.
13. To contribute to the development of Step 2's strategic vision, providing clinical insight to this, and develop plans for the future of the counselling service, in partnership with the service lead.
14. To participate in internal line management.
15. To be able to work on own initiative and have some flexibility with working hours.
16. To work in a way consistent with the ethos of Step 2 and the equal opportunities policy of the charity.
17. To be responsible for the management and security of the service premises, resources and equipment when appropriate. Undertake any other duties considered appropriate by the Trustees, within the prime objectives of the post.

Step 2 operates an equal opportunities policy to which the work of the post holder is expected to conform.

It is Step 2's policy to make reasonable adjustments to enable workers with disabilities to undertake the above.

The post holder will receive Step 2 Terms & Conditions of Employment.