

**THE DOROTHY KERIN TRUST
JOB DESCRIPTION**

JOB TITLE	SENIOR THERAPIST (Part-Time)
DEPARTMENT	Counselling
JOB PURPOSE	To monitor and develop the local outreach service To assist with further development of the Counselling and Psychotherapy Service To hold a counselling caseload with a specific focus on complex cases and intensive residential packages
REPORTS TO	Director of Operations
RESPONSIBLE FOR	N/A
KEY RELATIONSHIPS	Counselling team, interdisciplinary care team, coordination hub team, wellbeing activities team

KEY DUTIES AND RESPONSIBILITIES

- To be a supportive and proactive member of the interdisciplinary care team, to attend such meetings as are appropriate for patient care and professional development of the team
- To undertake all administration concerned with individual clients allocated according to departmental guidelines
- To provide professional counselling or psychotherapy to individuals over the age of eighteen
- To provide group facilitation services as required both of a psychoeducational and therapeutic nature
- To monitor and develop a small outreach contract
- To offer line management/supervision to volunteer members of the counselling and psychotherapy team, some of whom are on student placement
- To ensure that all members of the counselling and psychotherapy team are registered with a recognised professional body i.e. BACP, UKCP, providing counselling or psychotherapy within an ethical framework
- To participate in peer supervision and offer ad hoc advice to members of the team in relation to complex cases
- To assess and allocate referrals into the counselling and psychotherapy service
- To participate in clinical audit
- To identify gaps in the current service and work with the Director of Operations to develop the service accordingly
- To attend mandatory monthly team meetings and peer supervision sessions, chairing the meetings in the absence of the Director of Operations
- To assist with the coordination of an annual CPD programme

OTHER

- The Job Description is intended to provide a broad outline of the role. The job holder may be required to carry out other duties as the role develops or to provide cover for colleagues where appropriate. In certain circumstances the nature of the job may be changed due to new working practices. The job holder will be expected to accept any necessary training that results and to take on the changes requested
- It is essential that the post holder reads the Health & Safety Policy as laid down by the Trust and is responsible for being fully conversant with those aspects of the “Health & Safety at Work” Manual which are appropriate to their particular department
- It is a requirement of the Trust that all employees undertake all mandatory training specified for their role
- All key tasks are to be carried out to the standard required by current legislation, and in accordance with any changes in legislation that may ensue in the future

ADDITIONAL INFORMATION

Salary	Up to £17,034 per annum (FTE £28,390)
Hours of Work	22.5 hours per week (3 x 7.5 hour days/evenings)
Holiday	5.6 weeks per calendar year including 8 bank and public holidays (pro rata for part-time working). The holiday year runs from 1 February to 31 January. An additional one day of holiday will be awarded following 5 years continuous service (pro rata for part-time working).
Pension Scheme	The Trust operates a contributory Qualifying Workplace Pension Scheme.
Insurance	Professional Indemnity must be maintained, and an up to date copy available for the post-holder’s personnel file.
Supervision	A contribution to Supervision will be provided by the Trust and must be maintained according to BACP guidelines.
Uniform	N/A
Probationary Period	3 months
Notice Period	1 week on either side during probationary period. 1 month on either side following successful completion of probationary period.

PERSON SPECIFICATION FOR THE POSITION OF SENIOR THERAPIST

	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education, Qualifications and Training	<p>Recognised and accredited qualification in Counselling or Psychotherapy</p> <p>Evidence of significant post-qualifying continuous professional development</p> <p>Registered with a Professional Body UKCP/BACP or equivalent</p>	<p>Experience of working with couples</p> <p>Experience of facilitating groups – therapy or psychoeducation</p>	CV/Application

Experience	<p>Over 300 hours of delivering counselling or psychotherapy</p> <p>Ability to carry out assessments and provide high quality counselling or psychotherapy</p> <p>Significant recent clinical experience</p> <p>Experience of working with complex cases</p> <p>Experience in working both longer and shorter term</p>	<p>Experience of service development</p> <p>Experience of working in a supervisory capacity</p> <p>Experience of managing volunteers or mentoring trainees</p>	<p>CV/Application</p>
Skills/Abilities/Knowledge	<p>Ability to assess client's needs and risks including those with complex issues</p> <p>Excellent interpersonal skills and ability to maintain clear boundaries</p> <p>Strong team working ethos</p> <p>Ability to communicate effectively with clients, colleagues and management, both verbally and in writing</p> <p>Excellent skills in clinical note keeping</p> <p>Excellent IT skills</p>		<p>CV/Application/Interview</p> <p>CV/Application/Interview</p> <p>Interview</p> <p>CV/Application/Interview</p> <p>Interview</p> <p>Interview</p>
General	<p>Willingness to contribute to the charitable aims of the organisation and profitability</p> <p>Engaging and positive personality</p>		<p>Interview</p> <p>Interview</p>

It is essential that all applicants respect the Commission, Mission, Approach and Values of the Trust as shown on the application form.