

## **Job Description**

<b>Job Title:</b>	Counsellor <i>1 x 28 hrs (to serve the Belfast Trust area)</i>
<b>Responsible To:</b>	Counselling Team Co-ordinator / Director of Services
<b>Location:</b>	Northern Trust and Belfast Trust areas
<b>Hours:</b>	28 Hours per Week
<b>Contract:</b>	Permanent
<b>Salary:</b>	Salary Band: £28226-£32020 Pro Rata

### **Overall Purpose of Post**

To provide a professional Counselling Service for any individual whose life has been affected by cancer.

### **Key Responsibilities**

- To develop and deliver a Counselling Service to Cancer Focus NI's clients using a blend of face-to-face and remote sessions.
- To assess the needs of clients and provide appropriate therapeutic interventions to meet these needs, primarily through one-to-one counselling.
- To plan and implement therapeutic interventions or re-refer to other services as appropriate
- To maintain records in accordance with recording procedures.
- To submit statistical returns as required in a timely manner.
- To evaluate the effectiveness of counselling through regular review and audit.
- To evaluate own work and contribute to the evaluation of the effective delivery of the service.
- To support collection of case studies to ensure service users' views help to inform future service provision and influence wider strategic objectives.
- To adhere to the code of ethics and practice of a professional counselling body such as the BACP Ethical Framework.
- To attend regular external supervision towards which an employer's contribution will be paid.
- To work as an integral part of the multidisciplinary team and liaise with relevant staff as appropriate.
- To participate in ongoing training and continuous professional development as facilitated by Cancer Focus NI.
- To participate and contribute to educational programmes for other health professionals as appropriate.
- To promote existing Cancer Focus NI's services e.g. Counselling, Family Support, Nurseline, Support Groups and the Bra-Fitting Service as appropriate.

- To assist in the development of appropriate resources for both patients and health professionals.

## **Personnel Specification**

The Person Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional qualification in Counselling or Psychotherapy (minimum Level 4 Advanced Diploma or equivalent)</li> <li>• Professional Registration and Accreditation as a practitioner with BACP, IACP, UKCP or equivalent; or meet all the criteria to apply for accreditation/ meet the criteria for future entry at SCoPEd Column B</li> <li>• Have completed training in remote counselling such as “How to do Counselling Online” by the Open University and BACP</li> </ul>	<ul style="list-style-type: none"> <li>• Health Professional qualification</li> <li>• Certificate in Online and Telephone Counselling</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years’ post-qualification supervised clinical practice accumulating to at least 200 hours post-qualifying supervised practice</li> <li>• Experience in working with statutory and voluntary agencies</li> <li>• Experience of carrying out client assessments</li> <li>• Experience with administrative systems, including the use of relevant ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Counsellor working in a cancer specialist environment</li> <li>• Experience of working with cancer patients</li> <li>• Experience of facilitating groups</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work</li> <li>• Ability to manage and monitor a</li> </ul>	

	<p>caseload with competing priorities</p> <ul style="list-style-type: none"> <li>• Ability to work with complex needs</li> <li>• Ability to ethically work with risk and safeguarding issues</li> <li>• Excellent communication skills</li> <li>• Ability to build good working relationships with individuals and organisations</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible attitude towards working hours to meet clients' needs and as demanded by the requirements of the job</li> <li>• Ability to work well within a team</li> <li>• Ability to use own initiative</li> <li>• Enthusiasm, drive and commitment to continuous improvement</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Applicants must hold a full current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.</li> </ul>	

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post may require some evening work.