**JOB DESCRIPTION**

**Job Title:** Therapeutic Counsellor (GP Surgery)

**Accountable to:** Chief Executive

**Responsible & Reporting to:** Therapy Services Team Leader

**Salary:** £22,443-£24,472per annumpro rata for 5 hrs per week.

**Working hours:** Five-hour session each week

**Location:** Counselling will normally take place within a GP surgery.

**Job Summary**

Counsellor based within a GP surgery in Manchester, responsible for the delivery of therapeutic counselling service to adults who have been referred by their GP.

A five hour session comprises of four 50 minute sessions for ongoing clients. Assessment sessions may be shorter to allow for additional administration requirements. The additional one hour per week to cover time for individual supervision and team meetings.

**Job Purpose**

* To provide therapeutic counselling to clients within a surgery setting who have been referred to our service via their GP.
* This role requires working within IAPT guidelines and use IAPT compliant processes and tools.
* Developing good working relationships with surgery staff and adhere to surgery procedures as well as ensuring you work within the Gaddum Centre’s organisational and service level processes and systems.
* Maintaining client records in accordance to set processes and to provide regular monitoring data which may be in the form of paper documents, online data entry or various IT based systems.
* Additional responsibility for supporting counselling trainees who are placed within your surgery, with an expectation to support with their induction and training.
* Responsible for developing and maintaining close working relationships with other Gaddum Centre staff and services.
* Attendance at monthly clinical supervision sessions as well as service level meetings and other meetings and events where required.

**Qualifications and Experience**

Counsellors must possess as a minimum a counselling diploma or equivalent and have experience of working with clients experiencing common mental health conditions. Preference will be given to those who can demonstrate ability to work with complex issues including physical illness, trauma and/or loss and bereavement.

**Main Duties and Responsibilities**

* Provide a therapeutic counselling service to individuals referred to the Gaddum Centre via their GP which adheres to IAPT requirements. This includes the completion of IAPT forms and monitoring documents which may be paper based and electronic / online.
* Undertake assessment/triage sessions prior to commencing therapy, allocating clients for support from a trainee or signposting to other services.
* Attend monthly clinical supervision and management meetings at the Gaddum Centre offices.
* Attend quarterly operational supervision meetings.
* Maintain client records and monitor and evaluate your work in line with the organisations processes and protocols.
* Provide information necessary to monitor and evaluate the Gaddum Centre counselling service.
* Assist in the support and mentoring of counselling trainees placed at the surgery including help with their induction.
* Work to Gaddum Centre policies and procedures, specifically Health and Safety, Safeguarding, Equality and Diversity, Confidentiality and Data Protection.
* Demonstrate an understanding of and a commitment to anti-discriminatory and anti-oppressive practice.
* Other duties on behalf of the Gaddum Centre may be mutually agreed.

**Additional Duties and Responsibilities:**

* Promote the work of Gaddum Centre and safeguard its good name and reputation at every opportunity.
* Encourage clients to be aware of the full extent of Gaddum Centre’s services.
* Promote Gaddum Centre events and activities.
* Undertake relevant training, as agreed.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently this job description may be revised from time to time.