



Affiliate Counsellor

<p>Title:</p>	<p>Affiliate Counsellor</p>
<p>Purpose:</p>	<ul style="list-style-type: none"> ✔ To deliver structured counselling face to face, via telephone or secure video link to clients of VHG Corporate and EAP services. ✔ Deliver counselling sessions to a caseload of clients to support their recovery and wellbeing.
<p>Responsibilities:</p>	<ul style="list-style-type: none"> ✔ Receive and accept referrals for structured counselling via VHG systems. ✔ Assess clients where necessary and ensure suitability of new referrals. ✔ Refer clients that are unsuitable to case management or relevant service (e.g. back to the referrer, internally, or to the NHS) dependent on need/contract/customer. ✔ Highlight Risk to Case Management ✔ Use the most suitable clinical interventions based on your clients presenting issues and needs to ensure positive outcomes. ✔ Deliver an evidence based, competent and confidential service at all times. ✔ Prepare your clients for discharge and signpost onwards as appropriate or seek approval where further sessions are required.
<p>Clinical Governance: (where applicable)</p>	<ul style="list-style-type: none"> ✔ Maintain accreditation (as relevant) with the appropriate professional body (BACP, NCS, COSCA, IACP) ✔ Adhere to and fulfil all requirements of the relevant code of conduct and ethical guidelines of your professional registered body. ✔ Maintain comprehensive accurate electronic records of all clinical work to allow effective monitoring, review, audit, and evaluation of the service provided ✔ To collate and electronically record assessment and outcome measures and patient satisfaction data for service audit ✔ Participate in and respond to feedback from case reviews & case audits to ensure best practice is maintained ✔ Exercise personal responsibility for the systematic clinical governance of your own professional work ✔ Adhere to GDPR and other relevant legislation ✔ COVID compliant if face to face

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✔ Post Graduate Diploma Level 4 in Counselling ✔ Accredited membership of BACP or equivalent registering body e.g. NCS COSCA and IACP and accredited (Individual or Student member not sufficient) 	Specialist Qualifications
Experience	<ul style="list-style-type: none"> ✔ Experience of delivering structured counselling within a counselling /Psychological therapies service. ✔ Ability to conduct comprehensive risk assessment and formulate robust risk management plans ✔ Experience with routine clinical outcome monitoring 	
Skills/knowledge	<ul style="list-style-type: none"> ✔ IT literate – intermediate level minimum 	
Personal competencies and qualities	<ul style="list-style-type: none"> ✔ Excellent verbal and written communication skills ✔ High level of enthusiasm and motivation ✔ An awareness of and commitment to supporting and facilitating diversity and inclusion ✔ Excellent time management skills 	



Version Control

Owner:	Human Resources	Review:	Annually	Classification:	1 (Proprietary)
Author:	Human Resources	Version:	V1.1	Status:	PUBLISHED
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Version:	Date:	Summary of Changes
V1.1	03.12.19	Document copied onto authorised VHG branded Policy Template (original had no coding)
V1.2	06/08/20	Updated to include diversity and inclusion statement

