Counsellor NHS IAPT

## Job details

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| Job title: | IAPT Counselling for Depression (CfD) Practitioner |
| Department: | LLR IAPT Service |
| Location: | Home based/Remote |
| Reporting to:  (job title only) | Step 3 Team Leader |
| Direct reports:  (job title only) | None |
| Accountable to:  (where applicable) | Service Manager |
| Responsible to:  (where applicable) |  |
| Job purpose: | * To deliver Counselling for Depression (CfD) via multiple channels including telephone or secure video link. * Where required, conduct structured telephone based assessments providing immediate emotional support and make clinical decisions based on clients presenting issues and needs, and ensure positive outcomes by encouraging the most suitable clinical interventions * To manage case load and be accountable for and deliver service key performance indicators. |
| Role and Responsibilities: | * Make decisions on suitability of new referrals, adhering to service referral protocols, and refer unsuitable clients on to the relevant service including internal, NHS or back to the referrer as necessary * Adherence to professional standards and compliance with regulatory frameworks * Responsible for regular communication with the client whilst they are in VHG’s care. * Responsible for maintaining contact with relevant partners and stakeholders e.g. Primary Care, Voluntary Sector, Mental Health Trusts, Other relevant secondary care * Professional responsibility for assessment and treatment of a caseload which equates to circa 25 booked clinical hours per week * Any other reasonable request as required.   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice. |
| Clinical Governance:  (where applicable) | * Adhere to the general operations of the service delivered in accordance with VHG’s policies * Maintain accurate electronic records of clinical work to allow: * Effective monitoring, review, audit and evaluation of the service provided * Collate and electronically record assessment and outcome measures and patient satisfaction data for service audit and national benchmarking. * Participate in the effective monitoring, review and evaluation of the service provided. * Participate in the effective monitoring, review and evaluation of the service provided. * Participate in audit and research as required. * Delivering services within each client’s customer service level agreements (SLAs). * Exercise personal responsibility for the systematic clinical governance of professional practice in your own practice and of any supervisees * Responsibility for carrying out clinical audits, including client surveys if required. |
| Training and supervision: | * To attend to Health and safety of themselves, their colleagues and their customers by adhering to VHG’s procedures. * Maintenance and collection of data * Maintain and develop clinical knowledge and clinical expertise. * Actively participate in regular clinical and managerial supervision. * To undertake ongoing professional development in line with business requirements * Receive regular individual and/or group Clinical Supervision from a Counselling for Depression (CfD) supervisor. * Be committed to developing and maintaining your own CPD * Up to date knowledge of national and local policy changes, and legislation within primary care and mental health services * Fulfil the BACP code of conduct and follow BACP ethical guidelines in your professional work. * Receive regular Case Management Supervision from the Line Manager and/or Directors. * Be aware of and comply with the policies, procedures and standards of service, in particular the service’s clinical operations procedures. * Receive supervision as per BACP guidelines to meet the required standards. * Apply learning from the relevant training updates and incorporate in to day to day practice |
| Additional information: | N/A |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Counselling for Depression (CfD) qualification from a recognised CfD training provider **or** willingness to attend training. * Accredited with BACP or working towards accreditation | * Accredited by a recognised body*, e.g. BACP, UKCP* |
| **Experience** | Experience of delivering CfD within a counselling / Psychological therapies serviceAbility to conduct comprehensive risk assessment and formulate robust risk management plansExperience with routine clinical outcome monitoring  * Worked in a service where agreed targets are in place demonstrating outcomes | Experience of working in an IAPT service  * Commercial awareness and/or experience of working in a Corporate environment * Experience of MDT working groups |
| **Skills/knowledge** | * Able to develop good therapeutic relationships with clients * Ability to meet agreed/specified service targets and Key Performance Indicators * Ability to manage own caseload and time * Ability to identify themes within client and customer groups * IT literate – intermediate level minimum * Maintain evidence of Continual professional development |  |
| **Specialist training** |  | * Other IAPT recognised training e.g. EMDR, IPT, DIT, Couples Counselling |
| **Personal competencies and qualities** | * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work individually or within a team and foster good working relationships * Ability to work under pressure * Excellent time management skills * Regard for others and respect for individual rights of autonomy and confidentiality * Completion of security checks including DBS (Disclosure and Barring Service) |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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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) |
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