Network Counsellor

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| Title: | Network Counsellor  |
| Purpose: | * To provide structured Counselling remotely, via secure video link (platform of your choice) or telephone (if applicable) to clients across our PTS Corporate and EAP services.
* F2F therapy is optional and can be supported.
* Deliver Counselling sessions to clients to support their recovery and wellbeing.
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| Responsibilities: | * Receive and accept referrals for structured Counselling via VHG Systems.
* Treatment will be authorised at the time of referral. Following each session, the progress sheet needs to be completed and submitted along with outcome measures (PHQ-9 and GAD-7) within 24 hours.
* Refer clients that are unsuitable back to VHG via VHG’s Network Excellence Team or APWP (case management).
* Highlight Risk to our Risk Duty Team immediately.
* 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.
* On completion of treatment the therapist shall complete and submit the discharge report (based on customer/contract) and outcome measures within 24 hours of the last treatment session.
* Prepare your clients for discharge and signpost onwards as appropriate or seek approval where further sessions are required.
* Ensuring you deliver high quality services to our clients, in line with your governing body’s code of practice and ethical guidelines.
* Undertaking clinical supervision and CPD as set out by your governing body.
* The therapist shall submit invoices to the confirmed VHG email (confirmed on acceptance of role). This will be the same channel to communicate any queries relating to invoices and payments.
* Invoices should be received no later than 60 days from the appointment date.

**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
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| Clinical Governance: (where applicable) | * Maintain accreditation (as relevant) with the appropriate professional body (BACP, UKCP, NCS, COSCA)
* 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
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**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  Post Graduate Diploma Level 4 in Counselling Accredited membership of BACP or equivalent registering bodye.g. NCS (accredited professional), UKCP and COSCA. * To be a registered member with the ICO.
* To complete essential yearly mandatory training in the following-
	+ Adult Safeguarding level 3
	+ Child Safeguarding level 3
	+ Data Protection and Information Security
	+ Preventing Level 1&2 or Level 3
 | * Specialist Qualifications:

(CYP, EMDR, CFT, DBT etc) |
| **Experience** |  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 clinicaloutcome monitoring |  |
| **Skills/knowledge** | * IT literate – intermediate level minimum. We ask for session notes to be completed and sent back to us.
 | * Knowledge of password protecting documents
* Completing and managing your own invoices
* A clear and relevant understanding of GDPR
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| **Personal competencies and qualities** |  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 | * A high level of organisational ability
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**Version Control**

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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 |
|  V2.0 |  12.07.22 |  Updated to reflect requirements and procedures for being part of the VHG Network. |