Affiliate Counsellor – Adult/Children and Young Persons (CYP)

## Job details

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| Job title: | Affiliate Counsellor – Adult/Children and Young Persons (CYP) |
| Job purpose: | * 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. |
| Responsibilities: | * 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. * Ensuring you deliver high quality services to our customers, in line with your governing body’s code of practice and ethical guidelines. |
| Clinical Governance:  (where applicable) | * 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

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Adult Affiliate Counsellor - Post Graduate Diploma Level 4 in Counselling. * Children and Young Persons Affiliate Counsellor - Sufficient qualifications to meeting BACP CYP competency framework. * Accredited membership of BACP or equivalent registering body e.g. NCS (accredited professional), COSCA and IACP and accredited (Individual or Student member not sufficient) | * Specialist Qualifications |
| **Experience** | * Experience of delivering structured counselling within counselling /Psychological therapies service – 1 year for Adult Affiliate and 2 years for CYP. * Ability to conduct comprehensive   risk assessment and formulate  robust risk management plans.   * Experience with routine clinical outcome monitoring |  |
| **Skills/knowledge** | * IT literate – intermediate level minimum |  |
| **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 * An awareness of and commitment to supporting and facilitating diversity and inclusion * Ability to work under pressure * Excellent time management skills |  |

# 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 |
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