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.
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| 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.
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| 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 serviceprovided.* 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.
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## 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
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| **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 formulaterobust risk management plans.* Experience with routine clinical outcome monitoring
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| **Skills/knowledge** | * IT literate – intermediate level minimum
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| **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
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
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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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