Affiliate Counsellor

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| Title: | Affiliate Counsellor |
| 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 recoveryand 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.

**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, 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 |

Head Office: Vita Health Group, 7 Angel Hill, Bury St Edmunds, Suffolk IP33 1UZ Vita Health Group All Rights Reserved

**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), COSCA and IACP andaccredited (Individual or Student member not sufficient) | Specialist Qualifications |
| **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 |  |
| **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 |  |

**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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