

JOB DESCRIPTION

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| Vacancy reference: | SRF37766 |
| Post Title: | Senior Counsellor |
| Grade: | 7 |
| School/Department: | Counselling & Wellbeing |
| Reports to: | Director of Student Wellbeing Services |
| Responsible for: | N/A |

Purpose

The Senior Counsellor will be focussed on students; developing, hosting and coordinating different support packages. The right candidate will be able to support students' emotional development in a short-term counselling model, as well as hosting and creating workshops, online support and printable literature. The post-holder will also support staff around the University to enable a better understanding of mental health difficulties and how to manage students with complex needs. They will also take an active part in development programmes to improve the Student Wellbeing Services as a whole. The post holder will offer supervision to volunteer counsellors within the team. They will also assist the head of service in coordination, project management and operational service delivery and risk management.

Main duties and responsibilities

The main duties of counsellors are:

- To support the Welfare manager and Counselling & Wellbeing Head in operational risk management functions.
- To provide short-term counselling for a multi-cultural population.
- To assess and make appropriate referrals for students.
- To monitor and support students with complex needs.
- To provide consultation for academic and administrative staff on how they may deal with the problems of students.
- To liaise with and make referrals to external agencies as appropriate.
- To maintain appropriate records and contribute to statistical reports.
- To be alert to trends and patterns of problems, and to recommend appropriate corrective action.
- To make appropriate contributions to staff development programmes.
- To participate in relevant staff meetings, University committees and working parties as required.
- To undertake such administrative duties as may be requested by the Head of Service.
- To provide supervision to volunteer counsellors
- To develop service enhancement provisions
- To maintain a high level of knowledge and awareness of changes and developments in the fields of higher education and counselling, and their implications for the organisation and delivery of counselling within the institution.

Supervision received

The appointee will report to the Director of Student Wellbeing Services for all day-to-day aspects of the job. All staff counsellors also receive a pro-rata allowance for external supervision.

Supervision given

To provide supervision to volunteer counsellors.

Contact

University Medical Practice, NHS services and Charities as applicable.

Terms and conditions

The post, which is permanent, will be 1 FTE. A detailed working pattern will be provided upon appointment. An evening a week will also be required.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: Dec 2021

PERSON SPECIFICATION

| Job Title | School/Department |
|-------------------|-------------------------|
| Senior Counsellor | Counselling & Wellbeing |

| Criteria | Essential | Desirable |
|----------------------------|--|---|
| Skills Required | <ul style="list-style-type: none"> • Ability to lead projects to promote wellbeing • Presentation skills • Ability to triage student needs quickly and appropriately • Experience of counselling in a university setting. • Assessment skills • Leaflet production for mental health awareness • Video, online skills to promote access • Risk assessment and management skills including responding to suicidal risks presented by concerned staff • Ability to communicate difficult information in a calm manner | <ul style="list-style-type: none"> • Experience of facilitating groups. |
| Attainment | <ul style="list-style-type: none"> • First degree in any subject, and a post-graduate qualification in Counselling /Psychology or Psychotherapy • Accredited member of BACP or UKCP or equivalent • Clinical supervision qualification | <ul style="list-style-type: none"> • Specialist training in particular area, i.e.: Eating Disorders, CBT, and PTSD etc. |
| Knowledge | <ul style="list-style-type: none"> • Good working knowledge of short-term solution focused counselling • Computer literate • Familiar with mental health assessment tools i.e.: GAD7 or PHQ9 | <ul style="list-style-type: none"> • Competence in more than one theoretical model • Ability to work therapeutically in different languages |
| Relevant Experience | <ul style="list-style-type: none"> • Experienced in providing 1:1 counselling • Experience in providing short-term focused therapy | <ul style="list-style-type: none"> • Experience of telephonic or online counselling |

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| | <ul style="list-style-type: none"> • Experience in working with a wide range of presenting problems • Experience in risk assessment and crisis management • Experience in caseload management • Experience in working under pressure • Supervision experience • Ability to demonstrate service delivery, operations, and service enhancement projects • Experience in working in a multidisciplinary team • Familiarity with counselling cross-culturally | |
| Disposition | <ul style="list-style-type: none"> • Able to remain therapeutically focused in a busy environment. • Creative and hardworking • Ability to focus on university needs and maintain professional boundaries. • Self-awareness • Ability to act professionally at all times including; face-to-face, in person, online, in written formats and telephonically. • Ability to contribute to duty system | |
| Other | <ul style="list-style-type: none"> • Personal professional indemnity insurance • Commitment to uphold CPD, accreditation and personal supervision in line with accrediting body • The flexibility to work one evening a week on a rota basis | |
| Completed by: Selina Patankar-Owens Date: Dec 2021 | | |