

JOB DESCRIPTION

Vacancy reference:	SRF28168
Post Title:	Counsellor
Grade:	7
School/Department:	Student Services, Student Wellbeing Services
Reports to:	Director of Student Wellbeing Services
Responsible for:	N/A

Purpose

The University Counsellor will be focused on students; developing, hosting and coordinating different support packages. The right candidate will be able to support students in face-to-face emotional support 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.

Main duties and responsibilities

The main duties of counsellors are:

- 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 requested by the Head of Service.
- 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

N/A – Although should you have a supervision qualification, we would consider adding you to the bank of supervisors for our placement service.

Contact

University Medical Practice, NHS services and Charities as applicable.

Terms and conditions

The post, which is permanent, will be 0.6 FTE (equivalent to 3 days a week only) and the post holder must work Tuesday, Wednesday, and Friday. A detailed working pattern will be provided upon appointment. An evening a week (up to 7pm) may 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: February 2019

PERSON SPECIFICATION

Job Title	School/Department
Counsellor	Student Services, Student Wellbeing Services

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to contribute to team projects to promote wellbeing • Presentation skills • Ability to contribute to duty system • 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 	<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 	<ul style="list-style-type: none"> • Specialist training in particular area, i.e.: Eating Disorders, CBT, and PTSD etc. • Clinical supervision qualification
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

<p>Relevant Experience</p>	<ul style="list-style-type: none"> • Experienced in providing 1:1 counselling • Experience in providing short-term focused therapy • 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 • Experience in working in a multidisciplinary team • Familiarity with counselling cross-culturally 	<ul style="list-style-type: none"> • Experience of telephonic or online counselling
<p>Disposition</p>	<ul style="list-style-type: none"> • Ability to communicate difficult information in a calm manner • 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 	

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 (until 7pm)	
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Completed by: Selina Patankar-Owens	Date: February 2019
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