



Job Description

Job Title:	Counselling Services Clinical Lead
Salary:	£30,000 per annum
Hours of Work:	35 per week
Line Manager:	Head of Counselling Services
Responsible to:	The Director, and ultimately The Chair and Trustees of Hillingdon Mind
Responsible for:	Counselling Co-ordinator, Clinical Supervisors, sessional staff, and volunteers
Based at:	Uxbridge or Hayes (negotiable)

The Clinical Lead, employed by Hillingdon Mind, is responsible for assisting the Head of Counselling Services in the management and development of the counselling services within H4All (Hillingdon Mind – mental health and addiction; Harlington Hospice – end of life and bereavement; Hillingdon Carers – carers), and the development of student counsellor training, and additional specialisms through counsellors' Continuing Professional Development.

Job Summary:

- to assist in the promotion, management and development of the counselling services within H4All;
- to both provide and oversee the provision of clinical supervision for counsellors across the services;
- to assist with the development of an accredited centre for the training of volunteer counsellors;
- to deputise for the Head of Counselling Services as appropriate, and when necessary;
- to assist with compliance with legislative requirements, relevant codes of conduct, and the BACP Ethical Framework.

Main tasks:

1) Operation and development of the service:

- a) to assist with the management of the counselling services within H4All and across multiple sites;
- b) to assist with the identification of unmet needs and the development of new counselling services as required, for example, in relation to BAME and refugees and asylum seekers, LGBTQ communities, eating disorders, young carers, sexual abuse, and trauma;
- c) to assist with the recruitment/contracting of sessional workers (eg, training, clinical supervision);
- d) to provide effective line management for the Counselling Co-ordinator and counsellors;
- a) to assist with the recruitment and clinical induction of volunteer counsellors and students from a range of disciplines and theoretical approaches;
- b) to both provide and oversee the clinical supervision of counsellors;
- c) to assist the provision of guidance and support to specialist counselling and psychotherapeutic activities;
- e) to assist with the development of Hillingdon Mind as a centre for accredited counselling training;
- f) to assist with the assessment of potential counselling clients;
- g) to undertake the counselling of a small number of complex clients;
- d) to assist with the review and development of policies and procedures and to ensure compliance with current legislation, local and national policies and strategies and BACP guidance;
- e) to adhere to the code of ethics of the relevant professional bodies, and to work within the BACP Ethical Framework;
- f) to ensure that Risk Management, Health and Safety, and fire regulations and all other procedures are adhered to in accordance with Hillingdon Mind's Health and Safety Policy;
- g) to assist with the effective operation of Safeguarding procedures;
- h) to assist with the management of performance, and continuous improvement in the delivery of counselling services;
- i) to help maintain good working relationships with statutory services (eg. LBH, CNWL, GPs) and other voluntary organisations;
- j) to promote the services within the relevant agencies and communities within Hillingdon, and to maintain good working relationships with statutory services and other voluntary organizations.

2) Record keeping and monitoring:

- a) to assist with the maintenance of financial records of income and expenditure relating to the counselling services;
- b) to maintain and develop service monitoring and evaluation records, both manual and electronic, and, in particular, evaluation of the impact of the counselling services;
- c) to support compliance with Data Protection Act and BACP guidance in relation to service and personnel records, and clients notes;
- d) to provide reports to the Head of Counselling Services and the Director of Hillingdon Mind, as and when requested.

3) Service User Engagement:

- a) to support and promote all of Hillingdon Mind's policies and procedures in relation to client participation;
- b) to promote the engagement of people with lived experience in the governance of Hillingdon Mind;
- c) to contribute to the effective operation of Hillingdon Mind's complaints and concerns policy and procedures.

4) Learning and development:

- a) to contribute to the development of awareness and understanding of Talking Therapies for the trustees, staff, and volunteers within H4All;
- b) to develop workshops for volunteer counsellors as part of their CPD commitment;
- c) to be pro-active in recognizing, and taking responsibility for, professional learning and development;
- d) to attend regular personal clinical supervision with a supervisor approved by the Head of Counselling Services;
- e) to participate in learning and development opportunities as required, following assessment of personal and professional development needs;
- f) to undertake appropriate CPD in order to meet the criteria for registration with the BACP;
- g) to participate fully in regular one-to-one supervision sessions with the Head of Counselling Services, as Line Manager, and in an Annual Performance Appraisal.

5) Other duties:

- a) to undertake any other duties commensurate with the role;
- b) to participate fully in staff meetings and strategy development meetings of Hillingdon Mind and H4All;

- c) to engage with local and regional fora for networking between counselling services;
- d) to work within the terms of Hillingdon Mind's Code of Conduct and policies and procedures.