

Clinical Supervisor x 3 posts

Job Description

Part time 3.5 hours per week

£4004 per annum

CLOSING DATE: 12TH August 2020

What is the role?

This is a clinical supervisor role working for Signpost Counselling Service to ensure that the organisation meets the BACP ethical requirements necessary for the support of its counsellors. Signpost has a team of around 20 counsellors and life coaches who are both paid and voluntary staff.

The supervision work will consist of both one to one supervision and groups. A typical day might be running one supervision group and supervising one counsellor or supervising three counsellors on a one to one basis. You will also be one of the team involved in making safeguarding decisions as needed and contribute to the Safeguarding policy.

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| Reporting to | Counselling Services Manager |
| Location | Based in Watford and Hemel Hempstead, Hertfordshire with the possibility of other locations as required |
| Salary | £4004 per annum |
| Hours | 3.5 hours per week. Some evening and/or weekend work may be expected according to the needs of the service |
| Annual Leave | TBC |
| Purpose | <p>To ensure professional clinical supervision is delivered and that safeguarding policies and procedures are followed and maintained effectively. To report to the Counselling Services Manager where there is concern regarding a counsellor or client.</p> <p>To help to ensure that services meet the needs of Signpost's beneficiaries, are delivered within BACP ethical frameworks and all local and statutory policies and regulations.</p> |

Main Duties, Tasks and Responsibilities

The Clinical Supervisor will:

- Set up, manage and provide supervision to counsellors and coaches on a one to one and group basis
- Ensure that counsellors are receiving the minimum monthly BACP requirements for supervision

- Be able to recognise areas of concern around safeguarding and in line with the policies and procedures of Signpost
- To liaise with the Counselling Services Manager and to inform where there are concerns around a counsellor's practice
- To write supervision reports for colleges and universities as and when required for trainees
- To work with the other supervisors within the organisation
- To coordinate the supervision timetables of counsellors to ensure smooth ongoing provision including the management of counsellors leaving groups and new counsellors joining the organisation
- Assisting the administrator as required with information regarding the supervision groups and supervisees
- Monitoring clinical staff compliance with the requirements of the GDPR and protecting client confidentiality
- Monitoring and ensuring all counsellors and coaches are adhering to the required paperwork and policies of Signpost and that all clients causing concern are talked about in supervision sessions until risk has been managed
- Working with other staff members, volunteers and partners to help promote Signpost's therapeutic services
- Be on-hand for any counsellor/coach queries and issues
- Be available for meetings with the Counselling Services Manager as required
- Assist the Counselling Services Manager in organising relevant CPD training for counsellors and coaches as a consequence of issues arising in supervision sessions and/or when additional areas of support are identified

Professional Standards, Training and Governance

- Assist in ensuring that Signpost counsellors are operating within the BACP ethical framework, guidance and current legislation regarding therapeutic practice and that all practitioners work to professional standards, maintaining a professional code of ethics and practice.
- Be responsible for your own professional development, maintenance and updating knowledge and awareness through continuing professional development (CPD).
- Comply with and implement Signpost's commitment to equality and diversity, as outlined in the Equality and Diversity Policy.
- Comply with Signpost's Health and Safety, GDPR and other key policies

It is the duty of every member of staff while at work, to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

| Key Areas | Essential criteria | Desirable criteria |
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| Education & Qualifications | <p>Member of BACP or equivalent</p> <p>Counselling Qualification to minimum Diploma Level 4</p> <p>Supervision Qualification to at least PG Certificate level with <i>a minimum</i> of 70 classroom contact hours</p> <p>Qualified to Safeguarding Level 3</p> | <p>Diploma or higher in Clinical Supervision</p> |
| Experience | <p>A good working knowledge of the main theories in clinical supervision</p> <p>Extensive therapeutic experience as a counsellor in line with the BACP ethical framework or similar</p> <p>Clinical supervision experience of at least two years post qualification</p> <p>Administrative experience</p> <p>Experience of promoting equal opportunities with both staff and clients</p> | <p>Experience of working within an organisation</p> <p>Experience and knowledge of working creatively in supervision</p> <p>Experience and knowledge of working with young people</p> <p>Experience of working in partnership with other organisations.</p> <p>Experience of the use of outcome measures and their uses in supervision</p> |
| Skills & aptitudes | <p>Good empathic skills and an ability to recognise areas of concern around safeguarding</p> <p>Excellent communication skills</p> <p>Ability to liaise with staff and volunteers effectively</p> <p>Excellent time management & organisational skills, including ability to plan, prioritise, manage own workload and take instruction</p> <p>Ability to remain calm, professional and objective at all times</p> | <p>Ability to work effectively in partnership with a range of different agencies and organisations</p> <p>Ability to communicate effectively in writing</p> |

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| <p>Knowledge</p> | <p>A good knowledge of clinical supervision and theory and an understanding of its purpose and importance</p> <p>A good understanding of a range of therapeutic approaches in the context of working with children and young people</p> <p>Comprehensive knowledge of service, legislation and guidance regarding children and young people</p> | <p>Knowledge of statutory mental health services available to children and young people</p> <p>Knowledge of the issues affecting young people</p> |
| <p>Personal Attributes</p> | <p>A passion and ability to work professionally and ethically with counsellors</p> <p>A willingness to learn new ways of working and to embrace new ideas</p> <p>The ability to communicate effectively with counsellors and to recognise areas of limitation in working with particular counselling issues</p> <p>The ability to hold good boundaries, to start and end sessions on time</p> <p>To ensure counsellors are adhering to their commitment to professional practice</p> <p>Ability to support and challenge counsellors' ways of working with young people.</p> <p>Motivation to make a difference both to the development of counsellors and in turn to the lives of children and young people</p> <p>Ability to work both independently and as part of a team</p> <p>A commitment to professional development of both self and others</p> | |

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For further information please contact Helen Newman on 07776 477398