

Job description

Job title: IAPT Counsellor
Reports to: Counselling Team Leaders
Main purpose of job: The post holder will work within the IAPT service delivering WWC counselling and assessment sessions.
Venue: Trinity Church Gate and outreach venues
Working hours/pattern: 16-24 hours per week Monday to Friday, days to be confirmed
Salary: £24,511 - £25,623 pro rata dependent on experience and qualification

Main tasks

	Task	Expected standards
1	Clinical practice	<p>Accept referrals via agreed protocols within the service.</p> <p>Manage an agreed clinical caseload of High Intensity and complex need interventions which may include face to face and telephone.</p> <p>Facilitate the delivery of Step 3 group interventions.</p> <p>Attend and effectively use Case Management sessions</p> <p>Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.</p>
2	Administration	<p>Ensure all clinical information systems are used in an effective and efficient manner which supports data quality and the needs of the services.</p> <p>Complete all requirements relating to data collection within the service.</p> <p>Keep coherent records of all clinical activity in line with WWC and IAPT protocols.</p> <p>Contribute to IAPT service reporting processes.</p> <p>Input into overall service evaluation, monitoring and review.</p> <p>Perform other general administration and office duties.</p>
3	Professional Development	<p>Seek out and use opportunities for CPD to ensure awareness of advances in therapeutic practice and development.</p> <p>Ensure understanding of safeguarding requirements in all settings worked is thorough and up to date.</p>

		<p>Attend and effectively use clinical supervision in line with BACP, IAPT and other training requirements.</p> <p>Attend and effectively use line management supervision and support systems.</p> <p>Participate in individual performance reviews and respond to agreed objectives.</p>
4	Communication and Teamwork	<p>Promote and model good practice amongst all staff in relation to clinical practice and data collection.</p> <p>Promote the development and maintenance of good relationships with partner organisations.</p> <p>Employ appropriate written and verbal communications with rest of team and WWC staff.</p> <p>Keep up to date with range of services offered by WWC and appropriate referral routes.</p>
5	Policies and Procedures	<p>Work within current WWC policies and procedures and contribute to the development of new ones as need arises.</p> <p>Maintain WWC ethos, standards, policies and procedures in all settings whilst cooperating with ethos and procedures of host organisations.</p> <p>Seek appropriate supervision from WWC if conflicts in policies and ethos emerge.</p>
6	Other	<p>All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the general public.</p> <p>Ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Confidentiality Policies.</p> <p>Carry out other associated duties, as may arise from time to time to support the smooth running of the service and the centre.</p>

This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. You may be required to carry out additional tasks within your capability as necessitated by your changing role within the organisation and to meet the needs of the business.