



## **JOB DESCRIPTION**

Job Title:	Counsellor / Psychotherapist
Reporting to:	Services Manager
Qualifications:	Qualified to Diploma level BACP accredited / UKCP registered or equivalent (or eligible)
Hours of work:	25 - 35 hours per week (negotiable, to include Wednesday mornings, Fridays, and at least one evening to 7pm).  Salary: £28,361 - £39,921 depending on skills and experience (pro rata) plus 5% employer pension. Higher salary (up to £49,064) may be available for a candidate with specialised qualifications/experience.
Holidays:	25 days pro rata

### **Purposes of the post**

- To provide a counselling and therapy service for women
- To contribute to the administration, monitoring, evaluation and development of the service

### **Key duties and responsibilities**

1. To accept, process and make initial contact with referrals
2. To assess potential clients, and signpost on to other agencies where appropriate
3. To hold a clinical caseload as appropriate to training and experience (for example individual, group counselling, psycho educational courses)
4. To establish and maintain effective links with other agencies and promote the range of services offered by WCTS
5. To participate in clinical supervision
6. To contribute to clinical discussions including debriefing sessions
7. To actively contribute to the development and practice of a coherent, supportive, effective learning team
8. To adhere to your professional body's code of ethics (UKCP, BACP, etc.) including maintaining accreditation or registration



9. To attend and actively participate in line management meetings, annual appraisals, weekly and quarterly team meetings etc as required
10. To maintain clinical and monitoring records – accurately and promptly
11. To produce content for periodic reports including output and outcome data, case studies, analysis and an evaluation of the impact of your work
12. To contribute to the ongoing development of WCTS
13. To maintain good communication with colleagues within WCTS, partner organisations and referring agencies
14. To value diversity. To actively promote and ensure good equal opportunities practice at all times and work in an anti-oppressive manner.
15. To work within BACP Ethical Framework and WCTS clinical guidelines, and comply with all policies and procedures
16. To undertake other duties appropriate to the post as required by WCTS

*This role is evolving as WCTS expands. The job description will be regularly reviewed.*

January 2024



**PERSON SPECIFICATION  
Psychotherapist / Counsellor**

*Essential requirements* indicate the minimum requirements for the post. *Desirable requirements* are additional attributes which would enable the applicant to do the job more effectively and will be used to distinguish between acceptable candidates meeting minimum requirements.

<b>Training and Expertise</b>	<i>Essential</i>	<i>Desirable</i>
Relevant nationally recognised qualification to Diploma level or above, or equivalent (in e.g. counselling, psychotherapy)	✓	
BACP accreditation, UKCP registration (or equivalent) or eligible including 500+ hours post qualification counselling sessions	✓	
Relevant training e.g. EMDR, CBT, IAPT Step 3 qualifications etc		✓
<b>Experience</b>		
Holistic assessment for therapy including risk assessment	✓	
Working with a diverse client group across a range of counselling contract lengths	✓	
Working with short term therapeutic contracts		✓
Working with IAPT services		✓
<b>Skills</b>		
A non-judgemental woman-centred holistic approach to clients	✓	
A calm and thoughtful approach to issues of clinical risk and safeguarding	✓	
Able to recognise and monitor own responses and not let them impinge on clients and or colleagues	✓	
An understanding of the limits of your capabilities and of what WCTS can offer within the constraints of the service	✓	
Strong written and verbal communication skills including the ability to contribute to clinical discussion and planning	✓	
Good administration, record keeping and ICT skills; ability to use monitoring data base systems	✓	
Fluent in languages other than English		✓
<b>Behavioural &amp; Other Job-related Characteristics</b>		
Flexible and creative approach to meeting psychotherapeutic needs	✓	
Understanding of and commitment to equality, valuing diversity and anti discriminatory practice	✓	
Aware of duties and responsibilities within health and safety requirements		✓