



PART ONE – JOB DESCRIPTION

JOB DETAILS

Reference No:

Job Title: Counsellor

Department: Counselling / Patient Services

Manager Job Title: Lead Counsellor - Family Team

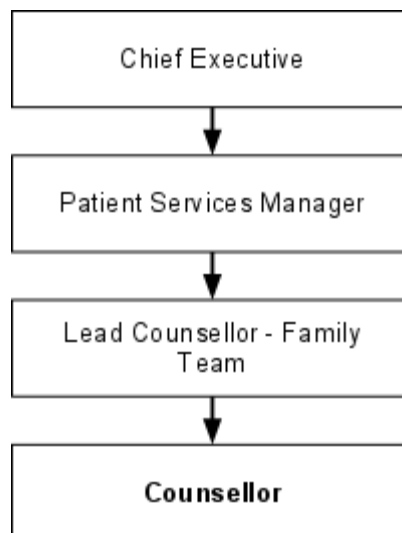
JOB PURPOSE

Working under the direction of the Lead Counsellor, to provide a high quality, cost effective clinical service in counselling on an individual or group basis to clients with a diagnosis of cancer or life limiting illness, their relatives and carers. The post holder will have a base at Barnsley Hospice and be responsible to the management there, but will work equally in all three areas.

ROLE OF DEPARTMENT

To provide a counselling service which is accessible across the Cancer Locality (Hospital/Community/Hospice).

ORGANISATION CHART





RESPONSIBILITIES

Main Duties and Responsibilities of the Post

Counselling

1. To provide a counselling service to clients with a diagnosis of cancer, or life threatening illness. This service also includes bereavement counselling. Referrals will usually be accepted from nurses, doctors, allied health care professionals, social workers in specialist palliative care and clinical nurse specialists or self referral. This will involve discussion with the referring professional, assessment and sometimes re-allocation to alternative services if more appropriate.
2. In consultation with Lead Counsellor, to plan and organise own case load.
3. In consultation with Lead Counsellor, to identify appropriate referrals and if necessary pass inappropriate referrals and to refer on to the relevant organisation eg Social Workers, Community and Hospital Macmillan Teams, Psychology etc.
4. To work within the BACP Ethical Framework.

Relationship with colleagues

5. To liaise and communicate with the other counselling team members and participate in clinical meetings and peer supervision as appropriate.
6. To work closely with other colleagues in the multi-disciplinary team, and provide support and advice to them as required. Attend team meetings as appropriate.
7. To liaise with Social Services, hospital and community mental health teams, voluntary sector etc, when appropriate.

Administration and training

8. To keep up to date records, as per hospice policy and to assist in the collection of data for research as the job require
9. To assist the Lead Counsellor and Counsellor in developing quality standards and auditing the service.
10. To maintain a high standard of clinical practice by attending regular supervision and training. The post holder will negotiate their own personal supervision, costs of which will be reimbursed.
11. Maintain a professional portfolio, identifying role and skill developments in line with their relevant professional body.



12. Maintain an awareness of professional developments in counselling through liaising locally and nationally with other counselling services.

Generic

13. Through the appraisal system and in conjunction with your manager identify personal and professional development needs. Participate in suitable training courses and mandatory training within the Hospice as identified and required.
14. Respect confidentiality applying to all Hospice areas.
15. Maintain an awareness of all relevant Hospice policies and act in accordance with them.
16. Maintain awareness of personal responsibilities as defined by the Health & Safety at Work Act 1974, thus maintaining a safe working environment.
17. Carry out any other duties deemed appropriate to the post by the Hospice Management.

This Job Profile is an outline of responsibilities and will be subject to review, in consultation with the post holder in order to meet the changing needs of the Hospice.

COMMUNICATIONS AND WORKING RELATIONSHIPS

INTERNAL

Communicate with all clinical, support and administration staff within the hospice as appropriate.

Communicate with the district wide multidisciplinary team.

Communicate with other relevant departments within Hospital and Community.

Communicate with patients, relatives, carers and visitors as necessary.

EXTERNAL

Both locally and regionally eg Social Services, Bereavement Services, Community and Psychiatric Consultants.



PART 2 - PERSON SPECIFICATION

COUNSELLOR

PERSONAL REQUIREMENTS

ESSENTIAL

- Diploma in Counselling
- Minimum of 3 years post qualifying experience
- Is a member of BACP: is accredited or working towards accreditation
- Effective communication skills both written and verbal
- The ability to support and motivate others
- Able to work alone or as part of a team
- Effective organisational and time management skills
- Client assessment and referral skills
- Flexibility in relation to working hours

DESIRABLE

- Educated to degree level
- Experience of working in cancer, palliative care or bereavement services
- Experience of working in a health care setting
- Experience of brief focused interventions
- Experience in audit



PART THREE - JOB DETAILS

Post:	COUNSELLOR – TEMPORARY (anticipated duration 6 months)
Salary Range:	£22,586 to £29,751 (Pro rata) - Barnsley Hospice Pay Scale 6
Hours:	7.5 hours per week, flexibility is essential to meet the needs of the service.
Annual Leave:	52.5 hours (which equates to 7 days) inclusive of Public and Bank Holidays for the 6 month period.
Period of Notice from employee:	Two weeks
Period of Notice from employer:	Two weeks
Probation Period:	Two months