

## JOB DESCRIPTION

<b>Job Title:</b>	Counsellor/Children's services Co-ordinator
<b>Department:</b>	Counselling & Family Support Services
<b>Location:</b>	All sites
<b>Responsible to:</b>	Lead for Counselling
<b>Date JD reviewed:</b>	November 2018

*NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.*

### Summary of Role:

Reporting directly to the Lead for Counselling the post holder will work as a member of the counselling team to provide counselling and family support services to patients and their relatives at the Myton Hospices. A key aspect of the role will be the co-ordination, organisation and delivery of the Myton children's counselling service managing a caseload which focuses on families, children and young adults. Working in partnership with volunteers and other members of the MDT to deliver a high quality service whilst acting as an advisor and coaching resource to other agencies.

### Organisational Chart:



### Myton Values:



**Key Relationships for this role:** Deputy Director of Nursing, inpatient unit and day hospices, Spiritual and Pastoral Care Team, Complementary Therapy team, Clinical Psychology, Medical Team, external partners such as CAMHS, local schools, local hospices and Macmillan.

## **Key Responsibilities:**

1. To maintain a clinical caseload of children and adults including one to one counselling, group and family, and children's support work as directed by the service lead.
2. To respond to all referrals appropriately, according to service policy, undertaking assessments of referrals and ensure appropriate allocation to internal and external groups.
3. To communicate effectively with appropriate members of the Multi-Disciplinary Team and volunteers, whilst maintaining strict client confidentiality according to BACP Guidelines.
4. To communicate effectively with patients and carers.
5. To work closely with, and provide cover during annual leave or sickness, for other members of the Counselling and Family Support Service as requested by the Lead for Counselling.
6. To support the Lead for counselling to address and identify ways to develop the Counselling and Family Support Service.
7. Plan, facilitate and deliver Children's Bereavement Workshops and Memorial Days. Taking responsibility for the planning and delivery of Rainbow Ripples workshop weekends and subsequent post-event reflection.
8. To prioritise, organise self and workload to ensure effective service delivery.
9. To maintain an efficient record system, including the filing and handling of confidential documents, accurate data entry onto Cross Care.
10. To work closely with the Lead for Counselling to attend/chair meetings, group work sessions and training for the department including bereavement and family support workshops, counsellors training days and other meetings as required.
11. Work closely with the Lead for Counselling to record information from the Counselling team on the activities of the department, including monthly record sheets, and provide reports to management or other departments as required.
12. To advise and support the Counselling Secretary to process purchase orders, travel expense claims and other financial documentation for authorisation by Lead for Counselling and pass to the Finance Department for payment.

## **Professional**

1. To maintain confidentiality, adhere to the code of ethics according to British Association of Counsellors and Psycho Therapists (BACP) Guidelines.
2. To be a registered/accredited member of an appropriate professional counselling body (HPC/BACP/UKCP).
3. To abide by professional code of conduct at all times.
4. To demonstrate commitment to continuing professional development and attend training sessions as identified by the Line Manager.
5. To attend all annual mandatory training specific to your role including Child Protection and Vulnerable Adults.

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

## Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

## Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

## Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

## Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

## Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

## Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

## Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

## Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name:

Signature:

Date:

Managers Name:

Signature:

Date: