

# The Myton Hospices Job Description



**Job Title:** Counsellor

**Department:** Counselling Bereavement & Family Support Service

**Responsible to:** Counselling, Bereavement & Family Support Service Lead

**Primary Work Base:** All sites (Coventry, Warwick and Rugby)  
*(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.)*

To provide counselling, family support and bereavement/aftercare to patients and their families at the Myton Hospices, as directed by the Counselling Service Lead supported by the Intake Practitioner

The post-holder will at all times practice with care, compassion, competence, good communication, courage and commitment.

## Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



## Main Duties & Responsibilities

1. To maintain a clinical caseload including one to one counselling, group and family support work as directed by the Counselling Service Lead.
2. To respond to referrals appropriately, according to service policy.

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 team as requested by the Counselling Service Lead.
6. To assist in the continuing development of the Counselling, Bereavement & Family Support Service.
7. To work with the other Counsellors and the Counselling Lead, to plan, facilitate and deliver Children's Bereavement Workshops and Memorial Days.
8. To prioritise, organise self and workload to ensure effective service delivery.
9. To maintain an efficient record system, on the electronic medical records; Crosscare, including the filing and handling of confidential documents.

### **Professional**

1. To maintain confidentiality according to BACP Guidelines.
2. To abide by professional code of conduct at all times.
3. To demonstrate commitment to continuing professional development and attend training sessions as identified by the Line Manager.
4. To attend all annual mandatory training specific to your role including Child Protection and Vulnerable Adults, fire training, Health and Safety

## **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 at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's 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:** \_\_\_\_\_

*Last reviewed September 2022*