

Counsellor/Therapist (Sessional) Job Description

Parenting 2000 is a charity established in 1994 by a group of parents; based in Sefton we run a range of services that provide emotional and practical support, information and guidance targeted at benefitting vulnerable children, young people and families in our borough. We also run Youth Services under our Alchemy brand from our buildings in Southport and Crosby.

Our organisation is recognised for its strong track record in providing professional, evidenced based high quality interventions to support to children and young people.

We are recruiting sessional counsellors to join our therapeutic services team in delivering a range of therapeutic counselling services **primarily to children**

Deliver sessions from Parenting 2000's premises at Southport, Crosby, Schools and other settings & also remotely using Zoom.

Rate of Pay: £21.60 per hour
Contract: This role is available on a self - employed sessional basis.
Responsible to: Therapeutic Project Lead and CEO of Parenting 2000

Main Purpose:

This role will mainly entail providing one to one mental health assessment and counselling to children from age 6 years, young people and occasionally adults on a wide variety of issues. There may also be a requirement to deliver therapeutically led group work to young people, parents and other adults.

1. Provide assessment and therapeutic services to individuals, children and/ or families who come through the Counselling Programme central intake.
2. Plan and deliver therapeutic interventions and agree a therapy contract between the client and counsellor according to standards of the BACP framework and Parenting 2000's standards and policy & within a standard prescribed number of sessions.
3. Undertake group sessional work as required and agreed.
4. Make referrals to other resources where appropriate and liaise with other programmes or resources around case management both within Parenting 2000 and with outside agencies where applicable.
5. Undertake administrative duties including:
 - Negotiating and signing contract with clients
 - Preparation of invoices for therapy sessions in the format specified by Parenting 2000
 - Maintain Organisation files and data according to:
 - Professional accreditation standard.
 - Parenting 2000 internal requirements & Data Protection Law /GDPR
 - The specific exacting requirements of project funding organisations
 - Assist and comply with both internal and external quality audits
6. Maintain registration of the British Association of Counselling and Psychotherapy (BCAP) or UK Council for Psychotherapy (UKCP) National Counselling Society (NCS) or equivalent and provide Parenting 2000 with updated documented up to date evidence of this.

7. Independently organise and evidence personal supervision in line with BACP guidelines.
8. Undergo a Disclosure and Barring Service check and keep it updated every two years and provide Parenting 2000 with documented up to date evidence of this.
9. Hold professional indemnity and public liability insurance for a minimum of £5 million and provide Parenting 2000 with an updated copy(s) of The Certificate(s) of Insurance.
10. Maintain up-to-date knowledge of information and advances in the field of individual, children and family therapy, through literature, research, networking, workshops, and conferences.
11. Take part in training as required by Parenting 2000.
12. Work in accordance with Parenting 2000's policies & procedures including, but not exclusively: Safeguarding, Equality and Diversity, Health and Safety, Data Protection, Environmental and Sustainability & Business Continuity.
13. To undertake any other duties as may reasonably be required
14. To have own clinical Supervision arrangements in place

Personnel Specification

	Criteria	Essential /Desirable
Education & Professional	• Hold a recognised qualification in Counselling to a minimum of level 4.	E
	• Membership of BACP/NCS/UKCP or an equivalent.	E
	• Have supervision arrangements in place – in line with BACP	E
	• Qualified to work therapeutically with children & young people: (preference will be given to those who can work across the full age range.)	E
	• Hold a specialism such as, CBT, Play Therapy etc.	D
	• Excellent communication skills	E
	• Have an understanding of needs and risk assessments	E
	• Keep accurate & appropriate records and paperwork	E
	• Ability to manage and plan workload.	E
	• To facilitate groups if required	D
Experience	• Therapeutic work with adults, children, young people and families	E
	• Safeguarding processes and procedures	E
Knowledge	• Knowledge of the Mental Health Act	E
	• Knowledge of the Children's Act & Safeguarding procedures	E
	• Understanding of mental health presentations and appropriate responses.	E
	• Understanding of Data Protection & GDPR in relation to Counselling.	E
Personal Attributes and other requirements	• Must be available to work late afternoons, early evenings.	E
	• Willing ness to work some weekends	D
	• Be able to work using Zoom in addition to face to face.	E

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SPECIAL CONDITIONS

Appointment subject to satisfactory references, Right to Work in the UK & enhanced DBS check.

Disclosure & Barring Service (DBS)

Parenting 2000 will fund the initial DBS check.

The post holder will be required to provide Parenting 2000 with an updated DBS check every two years. For subsequent DBS Checks, Parenting 2000 will pay for the DBS updating service fee. If a counsellor has not registered on the DBS update service, then Parenting 2000 will pay the equivalent of the update fee towards the cost of a new DBS check.

References

The job offer will also be subject to two satisfactory references. References should be from employers, or ex-employers. Email addresses provided for employment references must be company domain emails not generic emails.

As the role involves working with children, at least one reference from a previous employer where the role involved working with children should be provided.

Other requirements

Counsellors are expected to at their own expense to:

- Arrange to undertake supervision in line with BACP/ UKCP
- Hold professional indemnity and public liability insurance for a minimum of £5 million and provide Parenting 2000 with a copy(s) of The Certificate(s) of Insurance
- Hold a Zoom License
- Have a mobile phone contract, internet use and appropriate IT equipment.

Confidentiality

- To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000 organisation

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the organisation

Note: Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.