

Hertfordshire County Council Job Outline



JOB TITLE: Counsellor
GRADE: H9
REPORTS TO: Safe Space Manager
TEAM: Safe Space Team
DEPARTMENT: Children's Services

Purpose of the Job

To provide a professional and confidential counselling service to children and young people, in order to promote emotional health and well-being. To enable children and young people to develop a resilience to help them cope with the difficulties they face

Main Areas of Responsibility

- 1 Provide a confidential counselling/therapy service for individuals or groups of children and young people referred to Safe Space using a variety of different tools to assist engagement.
- 2 Manage a clinical caseload within BACP or equivalent ethical framework.
- 3 Maintain accurate case records on each child/young person and keep information in a secure place in accordance with Data Protection Act / GDPR.
- 4 Build and maintain effective working relationships with a variety of other professionals and schools staff in order to take a holistic approach to working with children/young people.
- 5 Be able to work flexibly to ensure coverage of the geographical areas as allocated by the service. This may include working in settings outside of schools.
- 6 Provide information on Safe Space and the role of the counsellor to children and young people, governors, educational professionals and parent/carers.
- 7 Contribute to an annual report and other reports and documents as required by the service.

- 8 Contribute to the ongoing evaluation, monitoring of outcomes and development of the service by using outcome measurements and statistics forms.
- 9 To effectively manage safeguarding concerns that arise during the course of therapy by referring on as required and ensuring the Hertfordshire Safeguarding Children Board process is followed.
- 10 Attend regular line management meetings, team meetings and training as required.
- 11 Attend regular clinical supervision in line with Safe Space guidelines

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- To be fully qualified as a counsellor to Diploma Level and preferably accredited by the BACP.
- An effective communicator, able to adapt your approach to successfully work with both children and young people, other professionals and schools staff/ head teachers.
- Experience of delivering quality assured therapy to children and young people.
- Highly adaptable, and able to take a reflective approach to your work.
- Able to proactively build client relationships, placing emphasis on their needs.
- Able to manage own workload and balance the needs of clients with the requirements of the schools/ other funders.
- Able to demonstrate the ability to work as a team player whilst using negotiation skills to challenge practice as required.
- You will have a working knowledge of equal opportunities guidelines and be able to work with difference and diversity.