

Job Description

- Job Role:** Full or Part-time Counselling Assessment and Services Manager(s)
Adult's, Young People's and Children's Clinical Services
- Reporting To:** Head of Clinical Services
- Attendance:** 3, 3.5 and 4 day posts considered, working within the period 9am – 5pm, Monday to Friday, with Wednesday AM and Friday required. Please express your preference when applying for the role.
- Location:** Based primarily in Warwick with occasional travel within Warwickshire. Hybrid home and office working where effective service delivery allows
- Remuneration:** £32,000 FTE, 25 days paid holiday + public holidays (Pro Rata) + concessionary day for birthday. Holiday entitlement increases with length of service. Matched contribution pension scheme up to 5% of gross salary. CPD opportunities and £50 pm contribution towards clinical supervision.

Job purpose:

You will be working within a supportive and collaborative clinical team and leading a group of student and qualified therapists to provide specialist therapeutic services to people who have experienced sexual abuse and sexual violence to enable them to move forward and reclaim power and control in their lives.

You will be responsible for assessing client need and allocations in order to provide a tailored face to face, online and telephone service.

Key Responsibilities:

- Undertake clinical and risk assessments of Warwickshire and Coventry based counselling clients, in a timely, sensitive and professional way to accurately assess their therapeutic needs. Working with your clinical colleagues and following a robust process, you will allocate clients to appropriate therapists or make a referral to another internal or external service, tailored to the needs of the individual client.
- Manage your own group of student and qualified counsellors and arts therapists. Provide regular line management and the appropriate guidance, motivation and support so that they are able to provide a professional therapeutic service and feel valued and included within the organisation. Ensure everyone is aware of Safeline's required professional standards (working within BACP ethical guidelines) policies and procedures and the necessity of completing required paperwork and documentation for accurate case management and to comply with data protection legislation.
- Work with the Head of Clinical Services and your clinical colleagues to plan, recruit and retain sufficient numbers of therapists to minimise the waiting times to the current goal of 4-5 months.
- Promote Safeline Placement opportunities by identifying, building and maintaining links with learning providers and representing Safeline at placement events.

- Help the design and participate in clinical training and professional development interventions and events to ensure our counsellors and arts therapists have the necessary skills, knowledge and expertise to best support survivors of sexual abuse and to encourage collaborative working and team building amongst counsellors. Work with colleagues to provide awareness training to partner organisations.
- Seek out appropriate CPD events to ensure that counsellors and arts therapists have the opportunity to attend four CPD events annually, sharing the learning with the wider Safeline team wherever this would develop their knowledge in supporting clients.
- Ensure all required client data is accurately recorded at assessment and throughout the clinical process using the agreed data capture systems. Use and develop Safeline's measurement tools and feedback forms to capture evidence of the effectiveness of counselling for survivors of sexual abuse. Work with the Head of Clinical Services to collate and analyse data and use the insights gained to identify development opportunities.
- Help in strengthening bids for funding and play a key role in helping to shape and deliver newly funded services and contracts.
- Actively promote Safeline's Warwickshire and Coventry therapeutic and other services by participating in networking and publicity events and maintaining and building links with organisations who have a role to play in supporting/referring clients and who need specialist support. Assist in reviewing and providing content for our social media channels and website to help raise wider awareness of sexual abuse and therapeutic services available to survivors and victims.
- Work with the Head of Clinical Services to ensure all clinical policies, such as safeguarding and confidentiality are fully embedded within the organisation and reflect best practice, current legislation and BACP ethical guidelines.
- Work with the Head of Clinical Services to identify and agree areas of professional development that would enhance your knowledge/skills/expertise and enable you to perform your responsibilities to the best of your ability and improve support to clients. Attend regular clinical supervision, line management, clinical meetings and ad hoc meetings. Be aware of the importance of your own self-care at all times, seeking additional support from line manager when needed.
- Maintain a small (maximum of 2/3 clients within working hours) counselling caseload of adults, young people and children. You are able to carry out bank counselling for Safeline outside your normal working hours. Be involved in the facilitation of therapeutic groups from time to time. Co-facilitate peer support groups and counsellor professional development groups.
- Other ad hoc clinical duties related to the role

Person Specification:

You will have:

- A warm and open demeanor and the ability to put others at ease.
- A commitment to equality and respect for other people and their beliefs and for the fair and adequate provision of therapy.
- An appropriate counselling or therapeutic qualification, minimum level 4 diploma in counselling having completed a minimum of 450 supervised counselling hours and two years post counselling experience
- Experience of working with survivors of sexual abuse or rape and trauma would be highly desirable
- A qualification in and experience of counselling children and young people an advantage
- Computer literacy and experience of online client work.
- Experience of leading, motivating and supporting therapists is desirable
- The ability to work in confidential and sensitive settings, within clear boundaries and within BACP ethical standards. You should be a member of an appropriate professional body such as BACP or equivalent
- Excellent communication and organisational/planning skills are essential
- A commitment and ability to work effectively both independently and as part of the clinical team and across teams.
- A driving licence and access to own transport which is appropriately insured is essential
- Agreed to complete Safeline's AIM Qualifications and Assessment Group accredited training 'Working with Survivors of Sexual Abuse' and all other ongoing mandatory training including Safeguarding Adults and Child Protection.
- A commitment to be informed of the latest professional developments, guidelines and legislation.
- A commitment to client safety and ensuring their best interests are served (client-led).

Key measures of Success:

- Ensuring agreed standards around waiting times for assessments and counselling are fully achieved
- Evidencing impact and improved outcomes for Adults, Young People and Child survivors of sexual abuse
- Supporting more survivors from wider and diverse backgrounds improve their mental health and wellbeing
- Embracing and introducing changes that improve our services and help the charity operate more effectively
- Ensuring we are a client led organisation and that clients are actively shaping our services.
- Maintaining/increasing therapist numbers through effective/motivational leadership and support
- Supporting and working collaboratively with the wider team
- Investing in your own personal development, health and wellbeing

Safeline is committed to the safeguarding of young people and adults at risk and adopts strict measures to ensure the safety of its clients. Safeline expects all staff to work within its safeguarding policies and procedures. All staff undertake enhanced DBS checks.