



JOB DESCRIPTION

Post: Counsellor

Location: AMH New Life Counselling, Belfast

Responsible to: AMH Service Manager

Accountable to: AMH Head of Clinical Services

Role: To work as part of the counselling team, to provide therapeutic intervention to adults over the age of 18 years. To contribute to the daily operation of safe and confidential counselling services for adults referred to AMH New Life Counselling.

AMH NLC offers a blended delivery (face-to-face and digital). This role will be based in AMH Belfast offices and other outreach locations as and when required.

Key Result Areas:

1. Therapeutic Service Delivery
2. Service Quality and Development
3. Health and Safety
4. Personal Training, Development and Practice
5. Operational Targets

Key Result Area 1: Therapeutic Service Delivery

- To implement the organisation's systems, policies and procedures for service delivery.
- To assess the needs of clients and provide appropriate therapeutic intervention by which these needs can be met through:
 - One-to-one counselling
 - Group counselling
 - Other appropriate support programmes
- To maintain records in accordance with recording procedures.
- To regularly attend clinical supervision in accordance with policy and procedures.
- To attend regular review meetings with their line manager and prepare accordingly
- To identify risk and follow safeguarding policies and procedures as appropriate
- To assess the appropriateness of referrals and signpost where necessary to alternative community/voluntary or statutory services
- Adhere to the policy of confidentiality when undertaking all duties.

Key Result Area 2: Service Quality and Development

- Ensure BACP Ethical Framework for the Counselling Professions is adhered to.
- Promote quality assurance in the core values of AMH New Life Counselling in all areas of work.
- Implement monitoring and evaluation systems and procedures to determine user / stakeholder satisfaction levels and service impacts in relation to health and wellbeing indicators.
- Ensure current and up-to-date knowledge of professional good practice.
- Ensure services are promoted, accessible and responsive to the needs of a diverse range of target groups.
- Contribute to consultation responses on issues related to therapeutic intervention or relevant government policies and strategies.

Key Result Area 3: Health & Safety

- To ensure all aspects legislative and organisational Health & Safety standards and requirements are maintained.
- To ensure that, where risk to clients has been identified, procedures are followed and the appropriate action is taken.

Key Result Area 4: Personal Training, Development and Practice

- To participate in Clinical Supervision and Performance Review.
- To participate in staff meetings and in-service training as available.
- To participate in training as identified through AMH's Staff Learning and Development Processes.
- To take personal responsibility for your continuing personal and professional development and maintenance of relevant professional accreditation.
- To adhere to AMH's set of Core Values and Corporate Behaviours.

Key Result Area 5: Operational Targets

- To support the realisation of annual operational targets in respect of the Team's contractual and service delivery.
- To achieve individual targets regarding the delivery of counselling sessions.

In addition to the above duties the post holder will be expected to be flexible in discharging these duties and any other additional tasks as may be reasonably assigned according to the changing priorities of the organisation.

**ADULT COUNSELLOR
PERSONNEL SPECIFICATION**

REF	AREA	ESSENTIAL ✓	DESIRABLE ✓
1	EDUCATION/ PROFESSIONAL QUALIFICATIONS		
	Professional qualification in counselling or psychotherapy, adult counsellor (minimum Advanced Diploma or equivalent)	✓	
	Accredited with BACP, UKCP, IACP, BAT or AFT or equivalent, or committed to achieve within 12 months.	✓	
2	KNOWLEDGE & EXPERIENCE		
	A minimum of 250 hours supervised clinical practice.	✓	
	Experience of working with adults in a clinical setting	✓	
	Experience of working with groups of adults in a counselling environment		✓
	Experience of working clinically within statutory and/or voluntary agencies		✓
	25 hours of personal therapy		✓
3	COMPETENCIES		
	Proven ability to effectively work as a member of a team	✓	
	Strong commitment to quality assurance, continuous improvement and the delivery of best practice	✓	
	Able to demonstrate a good level of IT literacy	✓	
	Able to demonstrate flexibility, self-motivation, confidence and ability to use initiative	✓	
	Good organisational skills	✓	
	Flexible attitude towards working hours to meet clients' need and as demanded by requirements of the job	✓	
	Able and willing to work across AMH New Life Counselling projects as required in designated area	✓	
	Ability to work in collaboration with other professionals	✓	
4	VALUES & BEHAVIOURS		
	* Ability to demonstrate alignment with AMH's core values and organisational behaviours.	✓	
5	ADDITIONAL		
	A full current driving licence and access to a car is essential. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.	✓	
	To undertake other additional duties as may be reasonably assigned according to the changing priorities of the Service and the needs of the client group	✓	
	The successful candidate will be required to undergo an Enhanced check via the Access(NI) Service before commencement of employment	✓	
	SALARY SCALE		
	Salary scale £28,521 - £30,289 per annum based on 35 hours per week (or pro-rata as appropriate). Candidates will normally be appointed at the start of the pay scale.		
	A mileage allowance is payable for the use of a private vehicle on company business		
	HOURS OF WORK		
	30 hours: working pattern to be agreed within a 5 day Monday-Friday delivery pattern (including 1 evening)		

NOTE: Not all of the above criteria will be assessed at the application/shortlisting stage

*** AMH's Core Values and Behaviours can be found in the Employee Benefits booklet.**