



**WOLSELEY COMMUNITY AND ECONOMIC DEVELOPMENT TRUST**  
**JOB DESCRIPTION**

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<b>JOB TITLE</b>	<b>THERAPEUTIC COUNSELLOR</b>
<b>RESPONSIBLE TO</b>	<b>PERSONAL CARE SERVICES MANAGER</b>
<b>SALARY</b>	<b>£28,314.00 per annum (pro rata)</b>  <b>One or two posts available ( 4 days per week hours to be confirmed).</b>  <b>Fixed term contract until 30 June 2026 with possible extension</b>

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**Main Purpose of Role:**

To provide counselling to patients within GP practice referred by GP or partnering agencies.

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**Duties and responsibilities**

1. Undertake assessments of people referred for counselling.
2. Provide counselling to people assessed as suitable (6 session courses).
3. Establish working relationships with GP practices and relevant partner agencies and teams.
4. Undertake supervision with the Trust's Counselling Supervisor.
5. Agree appointments and contact arrangements with patients.
6. Maintain case notes on clinical systems.
7. Adhere to policies and procedures of any host venue where you will be undertaking appointments.
8. Ensure that records are kept and maintained in line with GP surgery policies, British Association of Counselling Professionals (BACP) guidelines and General Data Protection Regulations.
9. Make onward referral to other services when required.
10. Inform the Counselling Supervisor/named GP of issues concerning the immediate safety or wellbeing of patients and act as appropriate.
11. Attend team meetings and MDTs as appropriate.
12. Undertake monitoring and evaluation activities as required by GP surgeries.
13. Undertake any training identified as needed.
14. Observe Wolseley Trust policies in respect of equal opportunities, health and safety, confidentiality and data protection.
15. Undertake any other duties appropriate to the grading of the post as required.

## **PERSON SPECIFICATION**

### **Essential**

#### **Experience**

- At least two years' experience of counselling practice
- Experience of working in a busy office environment
- Committed to CPD in line with professional body's requirements

#### **Knowledge**

- Level 4 diploma in therapeutic counselling
- Registered Member of the British Association of Counselling Professionals (BACP) or National Counselling Society (NCPS).
- Accredited or working towards accreditation.
- A demonstrable understanding of mental health and talking therapy services available in Plymouth

#### **Skills**

- Strong organisational and planning skills
- Able to engage with people and support and motivate them
- Excellent communication and relationship building skills
- Ability to relay complex information simply and concisely
- Computer literacy and ability to learn and use case management systems

#### **Personal Attributes**

- A keen interest in supporting people to improve their health and wellbeing
- A team player, able to work well as part of a team and independently
- Empathetic and supportive
- Willingness to undergo a DBS check at enhanced level

### **Desirable**

- Understanding of Primary Care environment

**WOLSELEY TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER AND IS FULLY COMMITTED TO ALL ASPECTS OF EQUAL OPPORTUNITIES PRACTICES.**