

**Adult Counsellor Job Description**

**Title:** Adult Counsellor

**Location:** Redcar and Cleveland

**Employment Terms:** 8.5 hours per week (fixed term to March 2025)

**Service Area:** Adult Mental Health

**Reporting to:** Adult Mental Health Project Coordinator

**Accountable to:** Charity Manager

**Salary:** £14.55 per hour

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The Link Charitable Trust (LCT) is a Redcar based charity working with children, young people, families and vulnerable adults. We support individuals to make positive changes to their lives through a range of emotional, social and wellbeing activities and services within the community. We offer open access to support, advice and guidance, for as long as it is felt to be needed.

**Job Purpose**

The post-holder will work within The Link Charitable Trust as part of a wider team. The role will encompass supporting people with their Mental Health and Wellbeing within our venue and the wider community in relation to the goals they would like to set in relation to their social recovery and needs.

As an Adult Counsellor you will work with adults on an individual basis or through facilitating therapeutic groups. Working with people with a range of different backgrounds and ages you should be committed to equal opportunities. A large part of your role will be to assess a service user’s needs and allocate them to the most appropriate service.

**Main Duties and Responsibilities**

● Take part in the assessment of the mental health and emotional well-being needs, as

as well as risk issues, of adults referred to the service. In line with provided assessment tools (may be in partnership with other individuals or agencies)

● To support management of the waiting list playing a proactive role in prioritisation,

assessment and signposting..

● Provide one to one counselling, and therapeutic group workshops, and to overall strive towards achieving positive outcomes, in a non-judgemental and empowering manner, by also providing relevant and appropriate information and general support.

● Demonstrates understanding of a range of therapeutic models.

● To make use of referral pathways following assessment for adults requiring other services, including statutory and voluntary agencies.

● Ensure service users are positively involved in making their own appropriate decisions .

● To explore and evaluate interventions using evaluation tools, contributing to

evidence-based practice.

● Work with service users to identify, agree and achieve positive outcomes in line with service aims, objectives, quality standards and action plans

● Through close case management and supervision, escalate cases where the level of

need becomes beyond scope, or more severe, ensuring adherence to other relevant

elements of service delivery.

● Undertake all work in accordance with service policies and procedures as well as the

staff handbook information and directives.

● Advocate for and on behalf of adults referred to the service (whilst establishing and maintaining positive relationships with the children/young people, peers, family and relatives, outside stakeholders and agencies and the wider community, as far as appropriate)

● Receive clinical supervision and case management monthly in relation to case load

to meet the required standards.

● Prepare and present case load information to supervisors and case managers within

the service on an agreed and scheduled basis, in order to ensure safe practice and

the governance obligations of the practitioner, supervisor and service are delivered.

● Respond to and implement supervision suggestions by supervisors in practice.

● Work within the boundaries of service delivery and support to meet the requirements

of the service needs.

● Engage in and respond to personal development supervision to improve

competencies and practice Monitoring, Evaluating and Developing Service Provision

● Assist the line manager and colleagues in the monitoring, evaluation and

development of the service with the tools and methodology provided for such.

● As appropriate, contribute to the development and learning of other service providers

with regards to improving outcomes adults, families and young people within the service.

● As appropriate, assist in the development and production of resources for the benefit

of service users

● In the absence of the line manager, assist in ensuring service delivery and

development is maintained to a good and professional standard at all times.

Administration and Finance

● Contribute to the day to day administration and running of the service, including

appropriate keeping of all records relating to the users of the service, security and confidentiality of information/communication.

● Share appropriate information with service users, staff and volunteers and other agencies in accordance with the rules of confidentiality and protection of data.

● To create and maintain effective working relationships other local agencies

● To liaise effectively with other local providers, including statutory, voluntary sector

organisation and third sector organisations on behalf of the child, young person or

family.

● To build effective working relationships with other local adult’s mental health

providers including statutory and third sector

● Present the users of our service and the service overall in a positive and professional

manner, not bringing the service into disrepute.

● As appropriate, represent the service and provide a positive service perspective at

relevant inter-agency meetings (or other forms of joint working or training).

**Safeguarding**

● Responsible for safeguarding service users and operating within local policies and procedures.

● Under guidance and support taking appropriate safeguarding action to protect

Service users at risk of significant harm.

* To promote the safety of children and young people to further the aim of preventing

abuse or the risk of abuse.

**A Professional and Ethical Service**

● To maintain appropriate clinical notes and records on Lamplight and in line with The

Link Policies and Procedures.

● To undertake relevant Continuing Professional Development as required for the

purposes of continued professional accreditation or registration and as identified

through The Link’s professional development and Appraisal system.

● To undertake clinical supervision and case management as per The Link’s

supervision policy and in line with the appropriate professional body.

● To work within The Link’s GDPR and Information Governance policies and

procedures.

● To ensure safe and secure working environment for self and others and to take

action as necessary within Health and Safety and other guidelines.

● To adhere to all The Link’s Policies, Procedures and Guidelines.

● To promote and value the rights, responsibilities and diversity of people using the

service.

● Promote and act in accordance with the service action plans with regards to equal

opportunity and non-discrimination.

● Undertake training, supervision and appraisal to provide a high standard of service in

a learning, innovative and continuous personal development environment.

● To act in a professional manner at all times whilst representing the service.

● Undertake other duties and responsibilities as required from time to time,

commensurate with the post.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in development of the role in accordance with changes in The Link’s organisational objectives and priorities.