**Job Description and Person Specification**

**Job title:** Senior Practitioner – All Services

**Reports to:** Head of Services

**Based at:** Head office, Marsh Street, Hanley

**Hours:**  37 hours per week (days negotiable)

**Salary:** £31,036 gross per annum (Point 30 on NS Mind Payscale)

North Staffs Mind has offered a counselling service in Stoke-on-Trent and North Staffordshire for over 45 years. Over the years we have continued to be innovative and responsive and have developed our services to meet the demands of the local mental health landscape.

As we look to widen our geographical reach into Cheshire, we are recruiting to this exciting new role which will help us be agile in responding to new opportunities as they arise through the delivery of pilot projects, and by providing temporary cover for our services where needed. The role will cover both our adult and children and young people service offer.

Line managing a small team initially and working closely with project managers, this is a great opportunity to enhance and grow your skill set and to learn and develop your management skills, with the support of the Head of Services.

This is a unique chance to work with a diverse range of service users, provide flexibility and absorb knowledge and experience from the wide variety of services NS Mind has to offer. You can be sure that you will receive the very best support from us to help you thrive in this role. We are proud recipients of a national Mind award for the quality of our service provision.

We offer a relaxed and friendly working environment and continually expand the CPD offer for our team.

**Core Duties**

* Work closely with the Head of Services, Head of Development and Sustainability, and wider management team to respond to gaps in service provision to meet demand.
* Build a working understanding of ALL services across the organization by induction with managers, role shadowing, completing training, attending team meetings, regular exposure to each service etc.
* Provide line management for our Adult Group Coordinator.
* Provide a professional one-to-one counselling service (including face-to-face, remote and telephone counselling, where required) to adult and CYP clients presenting a broad range of common mental health issues. This will be from our offices (in Staffordshire and Cheshire), external venues and education settings depending on the service.
* Support the development of our online services, for both adults and CYP.
* Attend/facilitate peer support groups, drop-ins, or workshops to support delivery or share learning.
* Work flexibly to allow us to offer the best service possible to all clients - this may involve occasional evening work and will involve providing short-term or long-term cover for staff absence or ad-hoc contracts.
* Be willing to attend CPD on a regular basis and attend service-specific training as required.
* Work in line with North Staffs Mind’s current practices, policies, and ethos, including confidentiality and safeguarding.
* Demonstrate that you are working in accordance with the BACP Ethical Framework for the Counselling Professions at all times. This document can be found on bacp.co.uk in the ‘Events and Resources’ section.
* Be prepared to work in a variety of ways (not always counselling) across a range of internal services, both corporate and core.
* Work in a time limited, but appropriate way with clients to help them identify, understand, and resolve or manage the issues which have brought them to our services.
* Maintain up to date knowledge of issues which affect the mental health of individuals, families, and communities. Maintain knowledge base by attending relevant training and undertaking relevant reading.
* Use treatment evaluation measures as required in each service.
* Ensure session notes are recorded appropriately and in line with GDPR on CRM (Charity Log) as appropriate.
* Ensure all relevant information is communicated to administration staff, where applicable.
* Undertake your own counselling supervision of 1.5 minimum hours per month.
* Attend staff meetings, team meetings, training etc. as required by North Staffs Mind
* Undertake any duties as required by North Staffs Mind to maintain an efficient and client friendly service.

**Person Specification**

**Skills and Qualities Essential/ Desirable Demonstrated by**

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| Diploma or M.A./M.Sc level qualification in Counselling | Essential | APPLICATION and Certification |
| Counselling Supervision Qualification or willing to undertake | Desirable | APPLICATION and Certification |
| Qualification/experience of CBT or DBT | Desirable | APPLICATION and Certification |
| Working knowledge of Safeguarding issues. | Essential | APPLICATION and Interview |
| A wide experience of direct client work, post qualification. | Essential | APPLICATION and Interview |
| The ability to establish and maintain effective and therapeutic relationships with a wide range of clients from very diverse backgrounds. | Essential | APPLICATION and Interview |
| An understanding of the multifactorial nature of the roots of mental health issues. | Essential | APPLICATION and Interview |
| A flexible attitude to work. | Essential | APPLICATION and Interview |
| Able to use own initiative and to manage own caseload. | Essential | APPLICATION and Interview |
| Efficient administrative and paperwork skills. | Essential | APPLICATION and Interview |
| Computer literate | Essential | APPLICATION and Interview |
| The ability to use a wide range of counselling interventions (integrative) | Desirable | APPLICATION and Interview |
| BACP accreditation or working towards | Desirable | APPLICATION and Interview |
| Understanding of issues faced by parents/caregivers | Desirable | APPLICATION AND Interview |
| Group work /training skills. | Desirable | APPLICATION and Interview |