JOB DESCRIPTION

Post title: Counsellor
Grade: UH7
Department: Dean of Students Office, Student Wellbeing Services (Counselling and Mental Health, Disability, Health and Harassment and Sexual Misconduct Service)
Responsible to: Head of Counselling and Mental Health Service
Responsible for: N/A

MAIN PURPOSE OF THE JOB

To provide short-term counselling and to contribute to the wider clinical work of the Counselling and Mental Health Service and to Student Wellbeing Service.

RESPONSIBILITIES AND DUTIES

- To provide one-one, short term therapy/counselling, online and face-face, using an integrative and/or solution focused approach to students of the University, working to the BACP's Ethical Framework for Good Practice in Counselling and Psychotherapy.
- To conduct initial assessments and to evaluate levels of risk, functioning and wellbeing. Where necessary to take appropriate, sometimes urgent action in consultation with colleagues and management.
- To be able to risk assess and provide therapeutic support when requested in times of crisis or emergencies.
- To be able to risk assess referral forms and students and take appropriate actions for managing the immediate risk needs of students.
- To participate in delivering workshops, group work, presentations and staff training.
- To offer consultation to members of University staff concerned about students.
- To keep accurate clinical records of sessions in line with professional and departmental requirements, including the provision of statistics for annual and periodic reporting.
- To attend and actively contribute team meetings and other meetings as requested.
- To attend regular clinical supervision on the counselling work done with an approved clinical supervisor.
- To provide counselling supervision of trainees and/or associates on placement if requested.
- To create positive working relationships with members of University staff to promote the Counselling and Mental Health Service and Student Wellbeing department.
- To make appropriate referrals to other support within the Student Wellbeing/wider university and with other external services where necessary, including the NHS.
- To contribute to the further development of the Counselling and Mental Health Service and Student Wellbeing department through initiatives and projects as requested.
- To contribute to activities in the wider University concerned with promoting students' emotional and psychological wellbeing.
- To engage in opportunities for professional development relevant to the post upon being agreed by management.
- To follow University policies and procedures, including providing evidence when requested for student's applications for extensions, appeals and serious adverse circumstances.
- To use a variety of different computer systems when managing case load and uploading case notes and data.

In addition, there may also be a requirement to occasionally work weekend days and bank holidays/university closure days in order to maintain essential and professional services, meet deadlines and support special events. This will be managed as appropriate and will be required as is reasonably necessary.

SUPERVISION RECEIVED

The Counsellor will report to the Head of Counselling and Mental Health Service and liaise closely with the Counsellors and Mental Health Advisors and colleagues in Student Wellbeing and the Dean of Students department. The Counsellor will undergo regular clinical supervision with a qualified supervisor.

SUPERVISION GIVEN

They may provide clinical supervision to trainee or associate counsellors if applicable and requested.

RESPONSIBILITY FOR BUDGETS

N/A

RELATIONSHIP/CONTACTS

Internal: Students, academic and professional staff, on-campus Medical Practice

External: Local mental health providers, relevant professional bodies

REHABILITATION OF OFFENDERS ACT
DISCLOSURE AND BARRING SERVICE

This post is exempt under the Rehabilitation of Offenders Act 1974 as amended. The University requires that the successful applicant who is offered employment will be subject to a criminal record check from the Disclosure Barring Service before the appointment is confirmed. An Enhanced Disclosure will be required and this will include details of cautions, reprimands or final warnings, as well as convictions. The University of Hertfordshire complies with the 'Code of Practice for Registered Persons and other recipients of Disclosure Information'.

Overseas applicants and UK applicants who have lived abroad
Successful applicants from overseas will be required to produce a criminal records check, or 'Certificate of Good Character', from any country in which they have been resident, consecutively or cumulatively, in the previous 10 years.

This document outlines the duties required, for the time being, of the post entitled Counsellor to indicate the level of responsibility. It is not intended to be a comprehensive or inclusive list and the Head of Counselling and Mental Health Service may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Post title: Counsellor

QUALIFICATIONS

Educated with a minimum of Level 7 qualification (e.g. Masters, PGDipl or equivalent) in Counselling or Psychotherapy, or substantial proven equivalent experience	Essential
BACP accreditation, UKCP registration, BABCP accreditation or HCPC and BAAT accreditation, + a minimum of 450 clinical hours (If not accredited yet, a maximum of 6 months away from relevant accreditation/registration with governing body)	Essential
A BACP or UKCP recognised clinical supervision qualification in psychotherapy, trauma specialism or group therapy training	Desirable
Integrative and/or solution focused training	Desirable
Specialist training (e.g. Art Therapy, EMDR, Mentalisation, DBT)	Desirable
BACP or UKCP recognised clinical supervision qualification in psychotherapy	Desirable
Training in group facilitation	Desirable

EXPERIENCE

Substantial proven experience in offering one-to-one short term counselling, with 450 clinical hours minimum	Essential
Experience of integrating short-term solution focused interventions e.g. solution-focused therapy, brief psychodynamic, hypnotherapy and/or other creative therapeutic methods which can be applied according to the client's needs	Essential
Proven experience of working with a wide variety of vulnerable clients who may previously have been in secondary care or accessed the support of psychological services – e.g. CAMHS, other HE services.	Essential
Experience of assessing and working with high risk clients, who self-harm, are suicidal and vulnerable	Essential
Experience of receiving personal therapy and clinical supervision	Essential
Experience and willingness to use a variety of clinical outcome measures	Essential
Experience of identifying, responding to and referring on clients who are in need of further psychiatric assessment and support	Essential
Experience of providing online counselling	Essential
Experience in facilitating psychoeducational workshops	Essential
A specialised modality or area of mental health e.g Art Therapy, DBT, sexual assault, trauma, eating disorders.	Desirable
Experience in facilitating group work	Desirable
Experience in working with trauma	Desirable
Experience in working in multi-disciplinary organisations	Desirable
Proven experience of using a range of short-term counselling interventions within HE or FE	Desirable

KNOWLEDGE AND ABILITY

Working knowledge of a range of therapeutic approaches for mental health conditions.	Essential
Effective IT skills – e.g. with databases, Outlook, Word, Excel and PowerPoint	Essential
Understanding of the issues young people in HE face	Essential
Knowledge and understanding of complex clients and cases, such as those with personality disorders and complex trauma.	Essential

Knowledge of relevant legislation e.g Equality Act, Data protection Act, GDPR	Essential
Understanding and awareness of cultural differences and their impacts on mental health	Essential
Understanding of confidentiality and professional boundaries	Essential
Knowledge of appropriateness of support according to needs of the client, such as therapeutic needs, study needs, risk needs	
Understanding of suicidal risk management	Essential
Ability to undertake effective therapeutic work with a wide range of clients	Essential
Ability to assess and manage risk, and to refer on appropriately	Essential
Ability to work flexibly according to the needs of the service and the needs of the clients.	Essential
Ability to work constructively in a team	Essential
Ability to communicate clearly, both verbally and in writing	Essential
Ability to self-reflect and have an awareness of one's own limits of practice	Essential
Understanding of how a counselling service works within an HE institution	Desirable

BEHAVIOURS AND ATTRIBUTES

Professionalism, reliability, openness, flexibility of approach and desire to work collaboratively in a multi-disciplinary manner	Essential
Resilience to working under pressure and with challenging presenting issues	Essential
Honesty, straightforwardness and solution focused attitudes in communication with members of the team and managers.	Essential

FACES, our core values, inform and sustain all of our activities. On an individual basis we are:

- Friendly
- Ambitious
- Collegiate
- Enterprising
- Student-focused

Shared Responsibilities

The University of Hertfordshire's vision is to transform lives, whether that's our students or staff. This means whoever you are, we will support you to reach your full potential to succeed during your career with us. Our staff community comprises innovative individuals who want to develop, excel and add value by doing their very best. We each embody the University values to be friendly, ambitious, collegiate, enterprising and student focused. We are passionate about promoting and working in a diverse and inclusive staff community. Everyone who works for the University is encouraged to share in that sense of belonging, entitled to feel they are managed fairly, are valued and accepted, and understand they are being supported to succeed.