



JOB DESCRIPTION

CLINICAL SUPERVISOR, COUNSELLOR AND GROUPWORK CO-ORDINATOR

Job title: Clinical Supervisor, Counsellor & Groupwork Co-ordinator

Scale: £32,000 (including London Weighting) full-time equivalent

Hours: up to 14 hours per week by negotiation

Contract: Fixed Term Contract

Responsible for: no line management

Responsible to: Client Services Director (CSD)

SurvivorsUK is a national charity providing advice, information, emotional support and counselling to adults who identify as male who have been raped and/or sexually abused at any time in their lives and raises awareness about the issues.

This role enables us to supervise clinically our counsellors, provide extra individual counselling (including face to face, online and by telephone) support and organise groupwork as well as supporting generally the work of SurvivorsUK.

MAIN PURPOSE

Provide a combination of group and individual supervision to all sessional counsellors and groupwork facilitators at SurvivorsUK

KEY ROLES AND RESPONSIBILITIES

- Maintain appropriate clinical records of all work and to report any concerns to the Client Services Director (CSD)
- Hold clinical responsibility for all client work for which supervision is provided
- Perform assessments for the counselling service and to maintain a regular caseload of counselling clients (including by telephone or online), as agreed with the CSD
- Plan, develop, co-ordinate and execute programmes of groupwork at SurvivorsUK in partnership with the CSD

- Support the CSD in the day-to-day running of the counselling and groupwork services, including being first point of contact should the CSD be unavailable or on leave
- Commitment to on-going supervision of supervision practice, attend regular supervision sessions with the CSD
- Work flexibly as part of a small team to provide maximum coverage for supervision, such as in the event of emergencies, and to attend team meetings as frequently as possible
- Represent SurvivorsUK to external agencies as required
- Undertake any other relevant and necessary tasks, as agreed with the CSD
- Abide by all SurvivorsUK policies and procedures
- Adhere to BACP Ethical Framework

PERSON SPECIFICATION

Education

University degree or Higher Education diploma in appropriate subject

Qualification, Skills and Experience:

Essential

- Psychotherapy/Counselling qualification
- Qualification in clinical supervision
- Significant post qualification status as a counsellor/psychotherapist
- Accreditation/registration as a counsellor/psychotherapist and supervisor with BACP/UKCP/BPS or equivalent
- Significant experience of supervising groups and individual counsellors/psychotherapists from a range of training backgrounds
- Clinical experience of working with clients with a range of difficulties including complex mental health issues, drug and alcohol issues, sexual violation and trauma
- Experience of providing both individual counselling and groupwork
- Knowledge of complex issues involved in therapeutic work within the field of sexual violence in men
- Understanding of issues regarding confidentiality and management of risk within a counselling service
- Good administrative skills
- Understanding of the voluntary sector
- Commitment to on-going supervision of supervision
- Knowledgeable of and committed to equalities' provision, especially in terms of how this applies to male survivors of sexual violence

Desirable

- Experience in delivering training to counsellors/psychotherapists
- Experience of planning, managing and delivering groupwork programmes

Personal attributes:

- Resilience, reliability, flexibility
- Good communication skills and commitment to work collaboratively with CSD
- Commitment and interest to the overall development of SurvivorsUK and its services

Abilities and interests:

- Ability to work in and with a small team
- Interest in continuing professional development

Key Competencies

- Excellent communication and interpersonal skills to deal with a variety of internal and external stakeholders.
- Results oriented and problem solving approach to work with a focus on making effective decisions
- Adaptable and flexible approach
- Ability to be creative for continuous improvement to contribute towards a culture of innovation along with knowledge impact for the wider organisation
- Ability to communicate topics of a sensitive nature effectively
- Ability to work both alone and in a team
- Understanding of the vision and mission of SurvivorsUK

General

- Proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development
- Attend and participate in divisional and team meetings and other meetings as required

Legal

- Eligible to work in the UK
- Clear DBS check

This job description covers the current range of duties and will be reviewed from time to time.

Keith Best
25/10/2016

