

Personal Specification / Role Description

ROLE:	Volunteer Counsellor. Unpaid, voluntary role, subject to ongoing review and appraisal with the counselling Coordinator
Accountable to:	Counselling Coordinator or other as specified by the counselling coordinator.
Base:	Clarence House, Horsforth
Liaises with: -	Other Leeds Mind colleagues, local CMHTs, Primary Care Mental Health Workers and members of other disciplines and agencies concerning client's referral, care and safety.

Summary

To liaise with the counselling coordinator, administrative team and counselling colleagues to provide a counselling service to clients of the service, providing assessment (after clearance to take assessments) and therapy and manage up to four clients. To work autonomously within BACP or UKCP ethical guidelines and the overall framework of Leeds Mind policies and procedures. To contribute where necessary to service audit, and development, team meetings, etc.

Experience and Qualifications:

1. As a minimum, you will be in training to level 4 diploma or degree level and have completed 50 hours of clinical practice within an agency setting which has been supervised by external clinical supervision.
2. You will have experienced counselling or psychotherapy as a client yourself.
3. You will be interested in developing your experience of working with clients who may be referred by specialist health or social care services or may be self referred.
4. You will be accustomed to or interested in collecting from clients any payment that the service decides to levy.

Clinical:

5. In liaison with the counselling coordinator, to exercise professional responsibility for the ongoing assessment, treatment and discharge of clients whose problems are managed via counselling interventions.
6. To liaise with the counselling coordinator to formulate and implement plans for the counselling interventions used or proposed.
7. To provide counselling focused on issues of a highly distressing and emotional nature that might include childhood abuse, suicidal and self-harming behaviours.

8. To provide a minimum of 3 counselling or psychotherapy appointments in one volunteered day or as agreed with the counselling coordinator.
9. To undertake safeguarding, risk assessment and risk management for individual clients.

Teaching, training, and supervision

1. To receive regular individual clinical professional supervision of your work for the counselling service from the identified clinical supervisor at your own cost.
2. To attend periodic workshops arranged by the service where they are deemed mandatory to your continued development and safe practice.
3. To attend on a voluntary basis any other workshops arranged by the service that you regard as useful or helpful to your development as a practitioner.
4. To attend regular reviews of your clinical work and practice with the counselling coordinator.

Management, recruitment, policy and service development

1. To contribute to the development, evaluation and monitoring of the service as appropriate.

IT responsibilities

1. To be responsible for personal and client record keeping, processing and storage of data including data from team audits or research projects where appropriate.

General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in CPD training and development programmes, in consultation with the service.
2. To adhere to BACP ethical guidelines.
3. To contribute to the development and articulation of best practice in counselling across the service, by continuing to develop the skills of a reflexive and reflective practitioner, taking part in regular professional supervision and appraisal and maintaining an active engagement with current developments in the field of clinical/counselling and related disciplines.
4. To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the Leeds Mind and BACP guidelines, policies and procedures.

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