

Counsellor Job Description

Location	HMP Northumberland
Service/Department	Prisons and Criminal Justice Directorate
Reporting to	Contract Manager
Responsible for (staff)	No
Disclosure & Barring Check	This post will be subject to a DBS Enhanced with Adults Barred check

Terms and Conditions

(pro rata for part-time posts of less than 35 hours per week)

Hours per week	37.5 hours
Salary band/scale	Agenda for Change Band 5
Allowances (pro rata)	n/a
Contract type	Permanent

Post Details

(HR reference only)

Date / Version	Revised 1 January 2021
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I work as part of an integrated mental health team within the prison, providing brief counselling for depressive symptoms secondary to a compact life event e.g. bereavement or adjustment in line with Step 2 IAPT guidelines. This is delivered over a brief model (6-8 session) in either 1:1 or group settings. I support with wider mental health activities, such as service promotion, peer mentors, mental health initiatives, service user forums, groups and service improvement activities. Role specific supervision will be provided in line with BACP guidelines.

I will work with the following people and teams within Rethink

Associate Director for Criminal Justice and Care Navigation

Head Criminal Justice and Secure Care

Contract Manager

Head of Care Navigation

Psychological Wellbeing Practitioners

Counsellors

Senior Psychological Wellbeing Practitioners

Health and Wellbeing Coaches

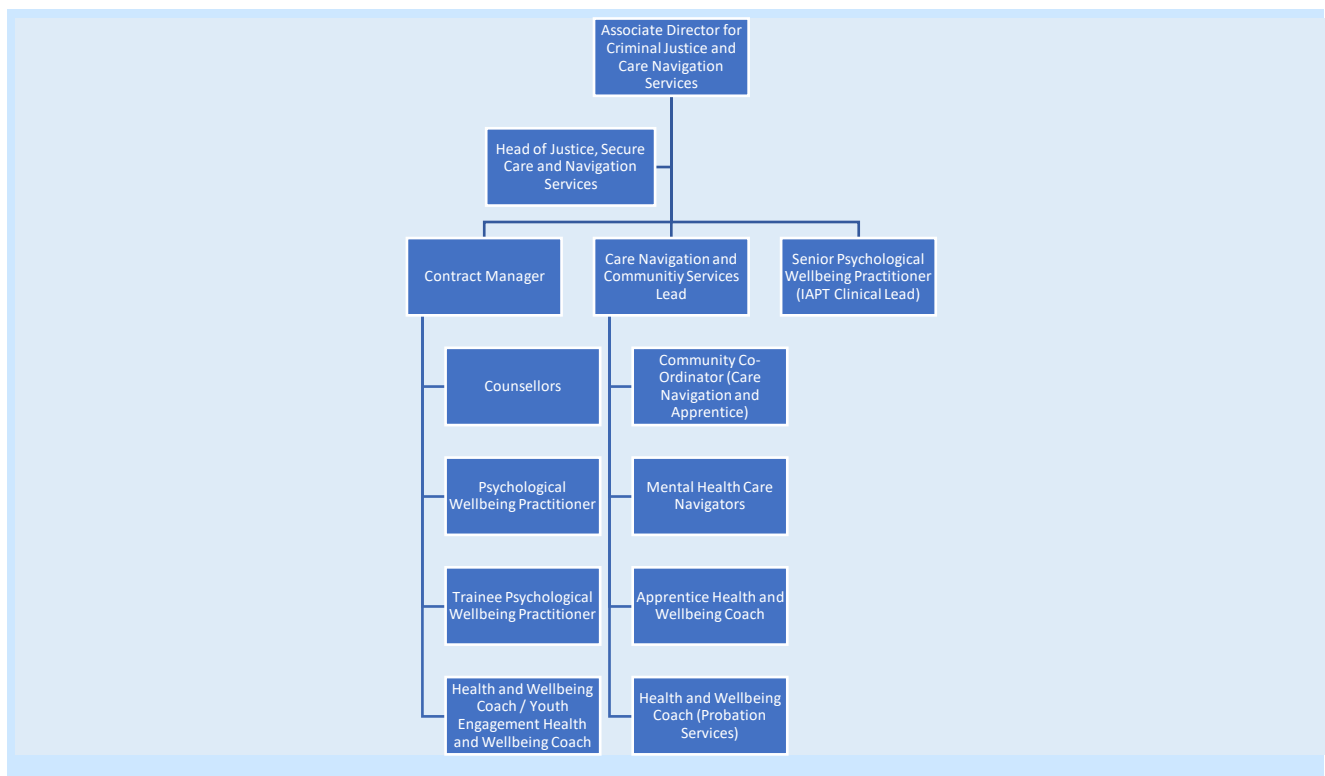
Care Navigators

Service / Team Description

Rethink Mental Illness work alongside Tees, Esk and Wear Valley NHS Foundation Trust (TEWV) to deliver an integrated stepped care mental health service within HMP Northumberland and the wider North East Prison Estate, e.g. HMP Durham, HMP Frankland, HMPYOI Low Newton, HMP Holme House, HMP Kirklevington Grange and HMYOI Deerbolt.

The team comprises a range of highly skilled professionals who work collaboratively to provide the highest quality of care for those with mental health needs within the prison and for Rethink Mental Illness employees, this is carried out between 0800 – 1600 Monday to Friday.

Team Structure



What I do and achieve

- ✓ I accept referrals via agreed protocols within the service. I make decisions on suitability of new referrals, adhering to referral protocols, and refer unsuitable clients on to the relevant service or back to the referral agent as necessary; or steps-up the persons treatment to high intensity.
- ✓ Assess and support people with mental health problems.
- ✓ I undertake person-centred interviews identifying areas where the person wishes to see change and or recovery, identifying goals for counselling.
- ✓ Conduct accurate assessments of risk to self and others.
- ✓ Provide assessment for step 2 counselling interventions.
- ✓ Formulate, implement, and evaluate counselling therapy programmes and care packages for clients.
- ✓ Attend multi-disciplinary meetings relating to referrals or clients in treatment.
- ✓ Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- ✓ I ensure that client confidentiality is protected at all times.
- ✓ I record and evaluate 'outcome measures' as part of the ongoing therapy process (GAD-7/PHQ-9)
- ✓ I ensure the accurate entry of clinical data onto agreed systems, maintaining the highest standards of clinical record keeping.
- ✓ To work in partnership with other disciplines and to maintain links with statutory and non-statutory agencies as appropriate, in relation to continuing care on release from prison.
- ✓ Adopt a flexible and pragmatic approach to ensure the highest standard of service delivery is provided.

- ✓ Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- ✓ I support the collation of monthly performance data for service management team.
- ✓ I will communicate effectively with patients, stakeholders, colleagues, and relevant professionals, both in verbal and written form
- ✓ I will have an open and transparent attitude to work, utilizing all elements of supervision appropriately
- ✓ I uphold the values of Rethink Mental Illness at all times and represent the best interests of the company in all I do

Who I am?

I have the essentials covered:

- ✓ Successfully completed a diploma in Counselling (therapeutic) or equivalent that allows access to training programmes and accreditation with a regulating body, e.g., BACP.
- ✓ Post-qualification experience in offering and delivering counselling in IAPT setting.
- ✓ Evidence of working within a stepped care service with people who have experienced a mental health problem delivering and demonstrating recovery outcomes.
- ✓ Knowledge of assessment procedures, screening, referral, record-keeping, and evidence-based brief psychological interventions.
- ✓ Demonstrates an understanding use of IAPT counselling and how this relates to this post.
- ✓ I have the ability to develop good therapeutic relationships with clients and practice in a non-discriminatory manner, respecting the beliefs and cultural practices of individuals and groups.
- ✓ I operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.
- ✓ Experience of using clinical outcome measures to inform practice.
- ✓ I am a confident communicator with excellent verbal and written skills.
- ✓ I have working knowledge of standard IT packages including Microsoft Word, Excel, and use of database / information systems.
- ✓ Ability to use clinical supervision and personal development positively and be self-reflective in own personal and professional development.
- ✓ I am able to prioritise workload demands and positively respond to unforeseen challenges.
- ✓ I deal with stressful and difficult situations in a calm and solution focused manner.
- ✓ I am able to utilise continued professional development, in collaboration with my supervisor and line manager to ensure that my work remains at the highest possible standard.

I may also have

- ✓ Experience working in prison environment or experience of working with offenders.
- ✓ Training in nursing, social work, occupational therapy, arts therapy or within a psychological therapy.
- ✓ Knowledge of medication used in anxiety and depression and other common mental health problems.
- ✓ Knowledge / relevant experience in other therapy modalities that are relevant to practice as Psychological Wellbeing Practitioner (e.g. solution focused therapy, supervision training).

What I value and how I will behave

I can demonstrate and apply Rethink Mental Illness values of:

- **Passion** - We are passionate about leading the way to a better quality of life for everyone severely affected by mental illness.
- **Commitment** - We work tirelessly to provide support for everyone severely affected by mental illness.
- **Openness** - We are open and transparent in all our work with beneficiaries, supporters, partners, and the public to achieve change for people severely affected by mental illness.
- **Hope** - We offer hope of a better quality of life for all those severely affected by mental illness.
- **Expertise** - We constantly use our expertise to provide practical and personal support for people who are severely affected by mental illness.
- **Understanding** - People who are severely affected by mental illness are at the heart of everything we do in our organisation – our membership, our governance, and our workforce.
- **Equity** - We believe that in a world where discrimination and disadvantage exist treating people with equity is critical to ensure justice and fairness for all.

I can apply and demonstrate RethinkCARES behaviours of:

- **Connect** – We work together, we celebrate together
- **Accountable** – We do what we say we will do
- **Respect** – We believe everyone counts
- **Evolve** – We challenge, we listen, we change
- **Success** – We deliver results

General Duties:

- I will act in accordance with the provisions of Data Protection legislation (as amended).
- I will ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies, relevant legislation, codes of practice or contractual obligations.
- I will comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
- I will act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns.
- I will participate in regular supervision and appraisal and undertake any relevant training.
- I will work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.
- The list of duties is not exhaustive; the line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.

Budget Manager

Recruitment and Staffing