

**Job Description**

**Job Title Bereavement Counsellor**

**Line Management Reports:** None

**Reporting to:**                             Deputy Clinical Lead

**Salary:                                      £15,996** P04 SP 41

 **(**£39,992 per annum full time pro rata)

**Working hours:**                           0.4 WTE (2 days a week / 15 hours per week)

 Including some evening work required

**Contract length:**12 months Fixed Term

**Holidays:**                                    11 days per annum (37.5 hours / full time

 Basis pro rata)

**Based at:**

Remote working / Based at our Wandsworth Hub (Tooting)

Brent, Wandsworth and Westminster Mind’s Psychological Therapies Services has an established track record of delivering Talking Therapies across the boroughs in operates within.

As part of developing our Suicide bereavement support service across the six boroughs in South West London, we are excited to add this new clinical Post to the existing social, emotional and practical support provision.

The post holder will work within our small but high performing Suicide Postvention Team, holding a clinical caseload and providing short term counselling interventions for people who have been bereaved through suicide.

They will also receive weekly clinical supervision from our experienced clinical leadership team.

The Postholder will be a dynamic, experienced and highly skilled and motivated counsellor, able to offer an integrative approach with post qualifying experience and skills in supporting people who have experienced bereavement, in a therapeutic 1-1 setting. Extensive bereavement and grief experience and skills, knowledge, stages of loss and grief

They will have skills and knowledge in working with people presenting with trauma, assessing clinical needs particularly in relation to working with grief and bereavement, risk and the ability to organise and prioritise their own workload, use CRM systems, deliver excellent patient outcomes, meet service targets being met and provide patient risk management and assurance.

Psychological Therapies service can provide excellent opportunities for ongoing personal and professional development through regular supervision and training opportunities.

**MAIN DUTIES AND RESPONSIBILITES**

1. **CLINICAL**

* 1. Accept referrals via agreed protocols within the service

1.2. Assess clients for clinical suitability and readiness for bereavement counselling, within the service timeframes and criteria

* 1. Provide counselling to bereaved clients within an agreed timeframe and treatment lengths
	2. Conduct risk assessments, preparing risk management plans and initiating appropriate action where indicated.

1.5. 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, in line with Service targets.

1.6. Elicit, record, collate and evidence outcome data of your clinical activity and demonstrate quality and effectiveness of role

1.7. Keep coherent, accurate and up to date records of all clinical activity in line with service protocols.

Work closely with other wider teams and staff ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.

1.8 Provide excellent discharge planning, signposting, onward referrals for any additional ongoing support needs as required and in agreement with manager or clinical supervisor

1.9 Carry out liaison, watchful waiting for people on waiting list for counselling.

**2. MANAGEMENT**

* 1. Where bereavement counselling is not appropriate treatment, work closely within the Team and multi agencies in identifying and signposting for ongoing support with appropriate other professional groups and agencies, for best outcomes for patients.
	2. Lead on the discharge planning and crisis management of all Patients in the treatment pathway with individual counsellors, such as signposting and referrals, ensuring wider support needs are to be me through where possible.
	3. Actively contribute to and support the integration of clinical governance in Mind in Brent, Wandsworth and Westminster Psychological Therapies Service leading on an area of work as directed.

3. **PROFESSIONAL**

* 1. Provide consultation to and communicate as appropriate with external agencies (including housing, police, local authority, employers etc.).

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* 1. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Mind in Brent, Wandsworth and Westminster Psychological Therapies Service amongst colleagues and Service Users.
	2. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Mind in Brent, Wandsworth and Westminster Psychological Therapies Service amongst colleagues and Service Users.
	3. Develop and engage in your own CPD, including active engagement in and use of clinical supervision.
	4. To fulfil the requisite code of conduct and follow ethical guidelines in your professional work.
	5. Work closely and effectively with as part of a clinical leadership team with other clinical leads both within Psychological Therapies and cross departmentally
	6. Any other duties necessary to the smooth running of the service and falling within what might reasonably be considered the duties of a Bereavement Counsellor
	7. To ensure that any critical incidents, near misses and complaints are reported appropriately in accordance with the service. Alert the Clinical Leads to any client(s) whose risk and need profile requires additional resources & support, including safeguarding

3.9 Agree any treatment offer or treatment programme extension outside of the agreed parameters, in advance with the Clinical Lead or Deputy Clinical Lead

1. **GENERAL**
	1. Be aware of, and comply with the policies, procedures and standards of service– in particular NICE guidelines, recommending updates for this as indicated.
	2. Exercise personal responsibility for the systematic clinical governance of professional practice in your own practice.
	3. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BACP, BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).

* 1. To adhere to Brent, Wandsworth and Westminster Mind’s Policies and Procedures, including Psychological Therapies clinical risk, safeguarding and other
	2. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
	3. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the GDPR and Security and Confidentiality Policies.
	4. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
	5. In line with meeting the needs of the service, be able to work flexibly e.g. working from a number of different premises or working in the evening as required.
	6. This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.



**Person Specification**

 **Bereavement Counsellor**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Evidence of Post qualifying counselling experience
 | A/I/ |
| 1. Experience of managing a clinical caseload of clients and keeping up to date records using a database
 | A/I |
| 1. Experience of providing bereavement counselling and grief related support (1-2-1)
 | A/I |
| 1. Experience of working within a short term / time limited model of counselling
 | A/I  |
| 1. Experience of providing grief and trauma focused interventions
 | A/I  |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships
 | A/I |
| 1. Experience of carrying out client-centred assessments in one or more of the following fields: mental health, family support, physical health, smoking cessation, diet and exercise, employment, social inclusion or debt management
 | A/I |
| **2.Skills** |  |
| 1. Ability to use a client database/ability to learn how to use a database
 | A/I/ |
| 1. Ability to assist clients to help them define and achieve their goals and aspirations
 | A/I |
| 1. Ability to work in line with wider service and role specific targets and performance measures
 | A/I  |
| 1. Ability to manage a varied and complex work load effectively
 | A/I |
| 1. Ability to work well across a range of different subject areas such as housing, mental health, education and debt management for example
 | A/I |
| 1. Ability to work remotely, providing clinical interventions via video and telephone mediums
 | A/I |
| 1. Ability to work with staff from a range of agencies and organisations to better integrate services for clients
 | A/I |
| 1. To provide effective clinical interventions for people who experience trauma
 | A/I |
| **3.Knowledge**  |  |
| 1. Knowledge of the barriers and issues facing our client group
 | A/I |
| 1. Delivering appropriate clinical interventions for people who have experienced a bereavement
 | A/I |
| 1. Pressures and challenges of working within a short term provision, primary care, target driven service
 | A/L  |
| **4. Education – qualifications required for this post** |  |
| 1. Have completed a BACP approved Diploma in Counselling
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| 1. be on the BACP Register of Accredited Members, with designation MBACP, or on the Accredited Register of Counselling of the Professional Standards Authority (BACP, UKCP, BPC, HOC, National Counselling Society, UKAHPP), or hold full BPS Accreditation as a fully chartered qualified Counselling Psychologist
 | A/I |
| 1. Qualification in bereavement counselling or trauma
 | A/I |
| **5. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the BWW Mind’s ethos and values, including having a non-judgemental approach
 | A/I |
| 1. Ability to work evenings
 | A/I  |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |