

# Gaddum



**Job Description: Therapeutic Counsellor (GP Practice)**

<b>Job Title:</b>	Therapeutic Counsellor (GP Practice)
<b>Responsible to:</b>	Chief Executive
<b>Accountable to:</b>	Assistant Head of Operations
<b>Reporting to:</b>	IAPT Services Manager
<b>Salary:</b>	£27,014 per annum (pro rata)
<b>Location:</b>	Gaddum.
<b>Posts:</b>	1
<b>Hours:</b>	5 hours per week.

## Context

At Gaddum, we treat everyone as individuals. We really get to know those we help, understanding their world to offer a range of support that's right for them. Our promise of tailored support is made possible by our breadth and depth of knowledge, through our unwavering commitment to the local people of Greater Manchester.

Our experience listening to generation after generation, for nearly 200 years, has taught us the importance of considering not just the individual but also the relationships around them. Our innovative approach means we can, not only build resilience, but identify further risks and offer preventive support now and in the future. At Gaddum, we believe that by supporting individuals, we ultimately help support entire communities.

Our aim is to empower and enhance the lives of people in Greater Manchester. We currently work in four Greater Manchester authorities, Manchester, Rochdale, Salford and Stockport.

## Job Summary

Counsellor based within a GP surgery in Manchester, responsible for the delivery of therapeutic counselling service to adults who have been referred by their GP.

A five-hour session comprises of four 50-minute sessions for ongoing clients. Assessment sessions may be shorter to allow for additional administration requirements. The additional one hour per clinical session to cover time for administration.

## Job Purpose

- To provide therapeutic counselling to clients within a surgery setting who have been referred to our service via their GP.
- This role requires working within IAPT guidelines and using IAPT compliant processes and tools.
- Developing good working relationships with GP practice staff and adhere to GP practice procedures as well as ensuring you work within Gaddum's organisational and service level processes and systems.
- Maintaining client records in accordance to set processes and to provide regular monitoring data.

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- Additional responsibility for supporting counselling trainees who are placed within your GP practice, with an expectation to support with their induction and training.
- Responsible for developing and maintaining close working relationships with other Gaddum staff and services.
- Attendance at monthly clinical supervision sessions as well as service level meetings and other meetings and events where required.

## **Qualifications and Experience**

Counsellors must possess as a minimum a counselling diploma or equivalent and have experience of working with clients experiencing common mental health conditions. Preference will be given to those who are CBT trained, or who have completed a CBT module whilst training in another modality.

## **Key responsibilities**

- Provide a therapeutic counselling service to individuals referred to Gaddum via their GP which adheres to IAPT requirements. This includes the completion of IAPT forms and monitoring documents.
- Undertake assessment/triage sessions prior to commencing therapy, allocating clients for support from a trainee or signposting to other services.
- Attend monthly clinical supervision and management meetings at Gaddum.
- Attend quarterly operational supervision meetings.
- Maintain client records and monitor and evaluate your work in line with the organisations processes and protocols.
- Provide information necessary to monitor and evaluate Gaddum's therapy services.
- Assist in the support and mentoring of counselling trainees placed at the surgery including help with their induction.
- Work to Gaddum's policies and procedures, specifically Health and Safety, Safeguarding, Equality and Diversity, Confidentiality and Data Protection.
- Demonstrate an understanding of and a commitment to anti-discriminatory and anti-oppressive practice.
- Other duties on behalf of Gaddum may be mutually agreed.

## **Organisational Responsibilities**

- To actively engage in ongoing personal and professional development, making full use of supervision, appraisal and learning opportunities.
- To act at all times to promote equality and diversity ensuring inclusive and integrated services.
- To seek advice, support and guidance as required
- To maintain a general understanding of the work of the whole organisation and attend team meetings/events.
- To adopt a flexible approach to working patterns to suit the needs of the role and responsibilities as required.

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The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

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**GP Counsellor – Person Specification**  
**Therapeutic Counsellor (GP Practice) Person Specification.**

Criteria	Essential	Desirable	Assessed*
<p><b>Qualifications/ Experience</b></p>	<p>Maths and English GCSE at grades C or above (or equivalent qualification).</p> <p>A counselling diploma or equivalent in CBT</p> <p>Membership of a Professional body (e.g. BACP, Social Work England)</p> <p>Experience of working with clients experiencing common mental health conditions.</p> <p>Evidence of continuous professional development.</p> <p>Experience of providing support to vulnerable individuals.</p> <p>Experience of conducting assessments for service, including a comprehensive risk assessment.</p> <p>Experience of managing a caseload and keeping up to date records using database.</p>	<p>Able to hold therapy in a second language</p>	<p>A,I,T</p>

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<p><b>Skills and Abilities</b></p>	<p>An understanding of the relevant legislation relating to mental health</p> <p>Excellent verbal and written communication and negotiation skills.</p> <p>Excellent presentation skills.</p> <p>The ability to build and maintain relationships with key stakeholders.</p> <p>Ability to work in multi-disciplinary settings and working in partnership with other professionals, agencies/organisations and a range of stakeholders.</p> <p>The ability to communicate with a wide range of people.</p> <p>IT competence, including word-processing and databases.</p> <p>Very well organised, able to prioritise and plan own work; take responsibility in decision making, and work to meet deadlines.</p> <p>Ability to manage concurrent deliverables and work under pressure on a daily basis, managing competing priorities.</p>		<p>A,I</p>
<p><b>Knowledge</b></p>	<p>A robust understanding of Safeguarding.</p> <p>Knowledge of statutory services.</p> <p>Knowledge of structure of community care, health and voluntary sector.</p> <p>An understanding of Equality and Diversity duties in the workplace.</p> <p>Understanding of, and demonstrable commitment to, ensuring equal opportunity.</p>	<p>A good knowledge of agencies, organisations and professionals with a Greater Manchester remit.</p> <p>An understanding of contracts, monitoring and reporting.</p>	<p>A,I</p>

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<b>Values and Personal attributes</b>	<p>A commitment to Gaddum Centre values.</p> <p>A commitment to equality and diversity.</p> <p>A non-judgemental attitude.</p> <p>Flexible and positive work ethic.</p>	<p>Knowledge of Gaddum Centre and its services.</p>	<p>A,I</p>
<b>Other Requirements</b>	<p>Ability to travel independently throughout the areas where services are being delivered.</p> <p>Flexible approach to working hours to meet the needs of the service.</p>	<p>Ability, with advance notice, to working evenings &amp; weekends if required by the organisation.</p>	<p>A,I</p>

**\*Application, Interview, Task**