**JOB DESCRIPTION**

**Job Title: Counsellor**

**Location: Barnsley, Doncaster and Rotherham**

**Reports to:** Clinical manager

**Background**

SYEDA has evolved over the last 20 years from a small self-help group for people with eating disorders into a regional organisation that is also a registered charity and company limited by guarantee. Although a number of clients come from the wider South Yorkshire region, the majority of our services users live in Sheffield. SYEDA has been seeking to expand its reach to ensure everyone affected by eating disorders has equal access; a three year funding partnership with the Big Lottery for our ‘Reaching Out Project’ has made that ambition realisable. The funding will allow us to deliver 1-2-1 counselling to adults in Barnsley, Doncaster and Rotherham.

SYEDA has as its fundamental ethos that of being a user informed and person-centred organisation, which underpins all the services it provides. Services currently offered include information and library resources, support groups, counselling, guided self-help, occupational therapy and a range of educational and training programmes for a variety of groups.

**Purpose of the Post**

The Counsellor will be responsible for providing a therapeutic counselling service to people with eating disorders and those who care for them (carers) across Rotherham, Doncaster, and Barnsley. They will be responsible for carrying out assessments, undertake one to one counselling sessions that promote and support personal change and development and address the issues faced by the service user/carer in support of the recovery of an eating disorder and to contribute to regular monitoring and evaluation of the service.

**Main Duties**

* To undertake one to one counselling sessions with service users/carers in order to support them in addressing personal and underlying issues of their eating disorder.
* To undertake all duties associated with the provision of counselling ethically and where ethical dilemmas are raised, to engage in ethical discussions with the Clinical coordinator in order to seek appropriate solutions.
* To provide counselling services for service users/carers within timeframes set and agreed by SYEDA.
* To carry out assessments in accordance with SYEDA’s guidelines and where applicable referring clients onto other agencies i.e. NHS or specialist organisations that offer long term psychological interventions due to severity of their eating disorder i.e. severe anorexia, or chronic mental health issues/personality disorders.
* To carry out reviews for service users/carers currently receiving services after every 6th session to provide feedback on the services they are receiving and ascertain whether further sessions are needed to aid their recovery.
* To manage confidentiality in a professional manner and ensure that the counselling contract with clients is clearly stated and the boundaries understood by clients.
* To work within safeguarding guidelines to ensure the safety of young people is balanced with the need for confidentiality.
* To ensure that serious risk of suicide/self-harm are appropriately addressed and are in line with SYEDA’s confidentiality and suicide prevention policies.
* To participate in appropriate counselling supervision in order to underpin the effectiveness and efficiency of counselling provided by the counsellor.
* To ensure high professional standards are maintained throughout the provision of counselling including abiding by the BACP, UKCP or HCPC Ethical Framework for Good Practice in Counselling.
* To produce appropriate records and reports and ensure that these are managed and stored confidentially and in compliance with the Data Protection requirements.
* To maintain safe practices at all times and report any concerns relating to anxiety, distress or issues affecting personal welfare of the counsellor due to the nature of the work to the clinical manager.
* To work in collaboration with the whole team but in particular the Development manager in establishing satellite sites where services for people with eating disorders and carers can be delivered.
* To carry out other duties that may arise from time-to-time relevant to job.

**MISCELLANEOUS**

* To attend or set up meetings as appropriate, as and when required.
* To undertake training and development relevant to the job as identified within supervisions, annual appraisals and personal training plans.
* To comply with SYEDA policies, including Equal Opportunities and Health and Safety policies.
* To be flexible in working hours as there may be some evening work, the possibility of occasional weekend work. Travel away from the office base will be required for delivering counselling sessions at satellite sites, attending meetings and training in line with duties as outlined in this job description.
* To provide a DBS disclosure at the enhanced level as necessary for working at SYEDA.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications**   * A minimum of a level 4 qualification in Counselling. * British Association for Counselling and Psychotherapy (BACP) accreditation. (or working towards it) | ✓  ✓ |  |
| **Experience**   * 300 client hours of counselling experience working one to one with a range of clients. * Knowledge and experience of carrying out assessments. * Of working with eating disorders and/or mental health. * Of developing different services in different environments. * Of working in highly confidential settings * A demonstrable track record of being able to work with complex and distressing situations affecting clients in a professional manner. * Of managing time-bound counselling contracts and achieving positive outcomes with clients. * Experience of working with individuals in overcoming personal barriers and issues. * Of working with external agencies/professionals | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Skills**   * Able to work on own initiative & as part of a team * Able to work within boundaries and frameworks * Able to work to deadlines with quality outcomes * Able to maintain confidences appropriately * Able to network and promote cause well * Able to carry out research and investigation | ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Attributes**   * Honest and transparent * Reliable and respectful * Flexible and adaptable * Professional and personable * Self starter and team worker * Organised and methodical * Good communicator (written and verbal) * Positive and calm | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |