**JOB DESCRIPTION**

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| Job Title:  |   | Counsellor / Psychotherapist  |
|   |  |   |
| Reporting to:   |   | Perinatal Service Manager  |
| Qualifications:  |  | Qualified to Diploma level  |
|    |  | BACP / UKCP accredited or equivalent (or eligible)  |
| Hours of work:  |  | 28 - 35 hours per week (Negotiable, to include Monday/Tuesday to Friday, and at least one evening to 7pm).  |
|    |  |  Salary: £29,922 - £42,117 depending on skills and experience (pro rata) plus 5% employer pension. Higher salary (up to £51,763) may be available for a candidate with specialist qualifications/experience.  |
| Holidays:  |  | 25 days pro rata  |

**Purposes of the post**

* To provide a counselling and therapy service for women

* To contribute to the administration, monitoring, evaluation and development of the service

**Key duties and responsibilities**

1. To accept, process and make initial contact with referrals

1. To assess potential clients, and signpost on to other agencies where appropriate

1. To hold a clinical caseload as appropriate to training and experience (for example individual, group counselling, psycho educational courses)

1. To establish and maintain effective links with other agencies and promote the range of services offered by WCTS

1. To participate in clinical supervision

1. To contribute to clinical discussions including debriefing sessions

1. To actively contribute to the development and practice of a coherent, supportive, effective learning team

1. To adhere to your professional body's code of ethics (UKCP, BACP, etc.) including maintaining accreditation or registration

1. To attend and actively participate in line management meetings, annual appraisals, weekly and quarterly team meetings etc as required

1. To maintain clinical and monitoring records – accurately and promptly

1. To produce content for periodic reports including output and outcome data, case studies, analysis and an evaluation of the impact of your work

1. To contribute to the ongoing development of WCTS

1. To maintain good communication with colleagues within WCTS, partner organisations and referring agencies

1. To value diversity. To actively promote and ensure good equal opportunities practice at all times and work in an anti-oppressive manner.

1. To work within BACP Ethical Framework and WCTS clinical guidelines, and comply with all policies and procedures

1. To undertake other duties appropriate to the post as required by WCTS

*The job description will be regularly reviewed.*

20th March 2025

# PERSON SPECIFICATION

**Psychotherapist / Counsellor**

*Essential requirements* indicate the minimum requirements for the post. *Desirable requirements* are additional attributes which would enable the applicant to do the job more effectively, and will be used to distinguish between acceptable candidates meeting minimum requirements.

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| **Training and Expertise**  | *Essential*  | *Desirable*  |
| Relevant nationally recognised qualification in counselling or psychotherapy to Level 4 or above, or equivalent  |   |   |
| BACP or UKCP accreditation (or equivalent) or eligible to apply. **Please state number of counselling hours on your application form.**  |   |   |
| Specialist training e.g. EMDR, Parent – Infant Psychotherapy  |   |   |
| **Experience**  |  |  |
| Holistic assessment for counselling/therapy including risk assessment, and formulation  |   |   |
| Working with diverse client group, including those experiencing deprivation, for between 4 and 20+ sessions  |   |   |
| Working with women who are pregnant; have a baby; have experienced pregnancy/infant loss and or trauma  |   |   |
| Personal experience of pregnancy, labour and birth, and/or care of new born babies  |   |   |
| Experience of providing counselling in an organisational setting  |   |   |
| Qualified or experience working with 17 year olds  |   |   |
| **Skills**  |  |  |
| A non-judgemental woman-centred holistic approach to clients  |   |   |
| A calm and thoughtful approach to issues of clinical risk, safeguarding and ethical decision-making  |   |   |
| Able to recognise and monitor own responses and not let them impinge on clients and or colleagues  |   |   |
| An understanding of the limits of your capabilities and of what WCTS can offer within the constraints of the service  |   |   |
| Strong written and verbal communication skills including the ability to contribute to clinical discussion and planning  |   |   |
| Good administration, and electronic record keeping skills in line with GDPR  |   |   |
| Fluent in languages other than English  |   |   |
| **Behavioural & Other Job-related Characteristics**  |  |  |
| Collaborative approach to meeting psychotherapeutic needs  |   |  |
| Understanding of and commitment to equality, valuing diversity and anti discriminatory practice  |   |   |
| Aware of duties and responsibilities within Health and Safety at Work requirements  |   |   |