

<b>Job Description</b>	<b>Counsellor (Black and Asian Service)</b>
<b>Reporting To:</b>	Individual Counselling Manager
<b>Responsible For:</b>	<i>There are no direct reports to this postholder</i>
<b>Hours:</b>	22.5 hours or 3 days a week. Working hours to include Tuesdays as this is the core team day, at least one evening a week and at least one day per week spent at our Morden office.
<b>Salary:</b>	£21,992 (£36,652 full time equivalent)  The role is initially funded until 31 <sup>st</sup> March 2029, and we will be looking for additional funding to extend the role.
<b>Based at:</b>	Guild House, 30-32 Worple Road, SW19 4EF & 3 - 4 Crown Parade, Morden, SM4 5DA
<b>Application Process</b>	<b>Deadline:</b> 10 <sup>th</sup> March 2025 at 9am  <b>Interview dates:</b> 17 <sup>th</sup> March 2025  <b>Start date:</b> ASAP

<b>Overview and purpose of role</b>	<p>Wimbledon Guild has recently been able to secure funding to provide counselling for marginalised communities. As the Counsellor (Black and Asian Service) you will provide up to 16 sessions to individuals over 18 that live, work or study in the London Brough of Merton and define as coming from Black and Asian backgrounds.</p> <p>The post holder will be responsible for holding a caseload of clients and completing administration tasks. The post holder may provide assessments for the service and attend the weekly assessors' meeting, which are held on Tuesdays. We envision that clients' sessions will be delivered predominantly face to face with options to deliver sessions via video conference or telephone if needed.</p> <p>The post holder will be placed within the Individual Counselling Service, which currently consists of a team of trainees on placement, employed counsellors and several self-employed counsellors.</p> <p><b>Applications for this post are restricted to people that come from a Black and/or Asian heritage as the role is dedicated to delivering our talking therapy service for Black and Asian clients. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies to this post.</b></p>
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<b>Key Responsibilities</b>	<b>Key Elements/Tasks</b>
<b>Client Responsibilities</b>	<i>To assist Wimbledon Guild in providing an excellent service to clients at all times</i>

	<ol style="list-style-type: none"> <li>1. To provide short-term counselling to clients coming from the Black and Asian communities presenting with a range of difficulties.</li> <li>2. Complete all relevant clinical administration including letters to GP or mental health services in a timely manner in line with policies and procedures.</li> <li>3. To undertake thorough clinical assessment and be able to make a recommendation regarding engagement within Wimbledon Guild Talking Therapies (including group therapy, emotional support groups) and their suitability for short term counselling.</li> <li>4. Inform clients of all relevant policies and procedures.</li> <li>5. Provide a comprehensive assessment report within two weeks of assessment and write letters to GP/MH services where applicable.</li> <li>6. To make a recommendation to refer onto alternative services or liaise with other services, for example to GP for psychiatric assessment and engage in all relevant administration.</li> <li>7. To liaise with other agencies in the community to gain new referrals where appropriate.</li> <li>8. To discuss individual counselling service future developments with the counselling manager.</li> </ol>
<b>Department Responsibilities</b>	<p><i>To work closely with others to provide a quality Talking Therapies service.</i></p> <ol style="list-style-type: none"> <li>1. To provide counselling sessions of a high quality.</li> <li>2. To keep the Individual Counselling Manager informed of all developments.</li> <li>3. To liaise with partner and associate agencies, promoting collaboration where appropriate.</li> <li>4. To review, evaluate and keep records as appropriate.</li> <li>5. To monitor, evaluate and prepare reports on the project through maintaining records and statistics as required.</li> <li>6. Attend clinical supervision relevant to the role.</li> <li>7. Adhere to relevant organisational policies and BACP guidelines.</li> <li>8. Take part in meetings with the Individual Counselling Manager and other team members as appropriate.</li> </ol>
<b>Management Responsibilities</b>	<p><i>To carry out Wimbledon Guild's policy and provide good and supportive management to all staff and volunteers</i></p> <ol style="list-style-type: none"> <li>1. There are currently no management responsibilities attached to the post.</li> </ol>
<b>Financial Responsibilities</b>	<p><i>To make a contribution in the overall management of Wimbledon Guild's Budget.</i></p> <ol style="list-style-type: none"> <li>1. To be mindful of and adhere to Wimbledon Guild's financial policies and to work within the budget for this project.</li> </ol>
<b>Organisational Responsibilities</b>	<p><i>To make sure that practice meets standards and is in sympathy with the aims of Wimbledon Guild.</i></p>

	<ol style="list-style-type: none"> <li>1. To make sure that equality of access and opportunity apply to Wimbledon Guild's clients whom they may be supporting.</li> <li>2. To work as part of the team and contribute to the development of the Talking Therapies department and Wimbledon Guild.</li> <li>3. To work within Wimbledon Guild's Equal Opportunities Policy and make sure that its principles are actively incorporated into the planning, delivery and monitoring of services.</li> <li>4. To undertake other duties in line with the needs of the service as directed by the Counselling Manager.</li> <li>5. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed].</li> <li>6. To attend meetings and training as required maintaining and improving skill and professional knowledge.</li> <li>7. To be aware of and to work as part of Wimbledon Guild as a whole.</li> </ol>
<b>Risk management</b>	<p><i>To protect Wimbledon Guild's interest at all times</i></p> <ol style="list-style-type: none"> <li>1. To work to and uphold the policies and procedures of Wimbledon Guild.</li> <li>2. To work in compliance with Health and Safety Legislation, the policies on Hygiene, moving and Handling, Safeguarding, Risk Assessment etc, where appropriate, and to assist in the development and reviewing of essential policies and procedures.</li> <li>3. To uphold the confidentiality policy of Wimbledon Guild and balance the need for confidentiality against the safety of the wider community and the clients themselves.</li> <li>4. To monitor client safety from assessment onwards, being mindful of the risk of suicide or severe mental illness and having systems in place to intervene if the service reaches its limits of competence.</li> <li>5. To advise the Head of Talking Therapies, or another senior manager, of any concern which may possibly adversely affect Wimbledon Guild.</li> </ol>

<b>Person Specification</b>	<b>Counsellor (Black and Asian Service)</b>
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<b>Qualifications, Experience, Skills, Values and Behaviours Required</b>	<b>Essential (E) Desirable (D)</b>
Complete a training in counselling/psychotherapy or clinical/counselling psychology including being a registered member with either BACP, UKCP, BCP, HCPC or BPS.	<b>E</b>
Eligible for, working towards or already Accreditation with BACP, (evidence of 450 hours minimum)	<b>E</b>
Completed a minimum of an 80-hour online counselling qualification	<b>D</b>
Experience of working with clients from Black and Asian communities therapeutically and the impact race can have on the relationship	<b>E</b>
Evidence of ongoing CPD including training in another therapeutic approach such as trauma focussed therapy.	<b>D</b>
An understanding of organisational dynamics and the impact on the work	<b>D</b>
Successful clinical experience working with clients with a range of difficulties including complex mental health issues and drug and alcohol issues in short term contracts.	<b>E</b>
Have good IT skills, including a working knowledge of all aspects of Microsoft Office.	<b>E</b>
Awareness of, and sensitivity to, issues of power, diversity and cultural difference	<b>E</b>
Experience in conducting assessments	<b>E</b>
Commitment and interest to the overall development of Wimbledon Guild services	<b>D</b>