

Job Description	Counsellor (Refugee Service)
Reporting To:	Individual Counselling Manager
Responsible For:	<i>There are no direct reports to this postholder</i>
Hours:	22.5 hours or 3 days a week. Working hours to include part of Tuesdays as this is the core team day and at least one evening a week.
Salary:	£34,904 FTE (£20,942.40 pro rata) The role is initially funded for 5 years, and we intend to look for additional funding to extend the role.
Based at:	Guild House, 30-32 Worple Road, SW19 4EF and WG Morden, 3-4 Crown Lane, Morden, SM4 5DA
Application Process	Deadline: Monday 18 th March, 8am Interview dates: Monday 25 th March Start date: April 2024

Overview and purpose of role	<p>Wimbledon Guild has recently been able to secure 5 years of funding to provide counselling for marginalised communities. As the Counsellor (Refugee Service) you will be providing up to 16 sessions to individuals over 18 that live, work or study in the London Borough of Merton and define as a Refugee. The main Refugee communities in Merton come from Afghanistan and Ukrainian background and this service will be open to all Refugee communities in Merton.</p> <p>The post holder will be responsible for holding a caseload of clients and completing administration tasks. The post hold may provide assessments for the service and attending the weekly assessors meeting, which are held on Tuesdays. We envision that client 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 and employed counsellors. The service predominantly works within a psychodynamic framework.</p>
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Key Responsibilities	Key Elements/Tasks
Client Responsibilities	<p><i>To assist Wimbledon Guild in providing an excellent service to clients at all times</i></p> <ol style="list-style-type: none"> 1. To provide short-term counselling to clients coming from the Refugee community presenting with a range of difficulties. 2. Complete all relevant clinical administration including letters to GP or mental health services in a timely manner in line with policies and procedures. 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. 4. Inform clients of all relevant policies and procedures. 5. Provide a comprehensive assessment report within two weeks of assessment and write letters to GP/MH services where applicable. 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. 7. To liaise with other agencies in the community to gain new referrals where appropriate. 8. To discuss individual counselling service future developments with the counselling manager.
Department Responsibilities	<p><i>To work closely with others to provide a quality Talking Therapies service.</i></p> <ol style="list-style-type: none"> 1. To provide counselling sessions of a high quality. 2. To keep the Individual Counselling Manager informed of all developments. 3. To liaise with partner and associate agencies, promoting collaboration where appropriate. 4. To review, evaluate and keep records as appropriate 5. To monitor, evaluate and prepare reports on the project through maintaining records and statistics as required. 6. Attend clinical supervision relevant to the role. 7. Adhere to relevant organisational policies and BACP guidelines. 8. Take part in meetings with the Individual Counselling Manager and other team members as appropriate.
Management Responsibilities	<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"> 1. There are currently no management responsibilities attached to the post.
Financial Responsibilities	<p><i>To make a contribution in the overall management of Wimbledon Guild's Budget.</i></p> <ol style="list-style-type: none"> 1. To be mindful of and adhere to Wimbledon Guild's financial policies and to work within the budget for this project.

Organisational Responsibilities	<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"> 1. To make sure that equality of access and opportunity apply to Wimbledon Guild's clients whom they may be supporting 2. To work as part of the team and contribute to the development of the Talking Therapies dept and Wimbledon Guild. 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. 4. To undertake other duties in line with the needs of the service as directed by the Counselling Manager. 5. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed]. 6. To attend meetings and training as required maintaining and improving skill and professional knowledge. 7. To be aware of and to work as part of Wimbledon Guild as a whole.
Risk management	<p><i>To protect Wimbledon Guild's interest at all times</i></p> <ol style="list-style-type: none"> 1. To work to and uphold the policies and procedures of Wimbledon Guild. 2. To work in compliance with Health and Safety Legislation, the policies on Hygiene, moving and Handling, Safeguarding, Risk Assessment etc, and where appropriate and to assist in the development and reviewing of essential policies and procedures. 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. 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. 5. To advise the Head of Talking Therapies, or another senior manager, of any concern which may possibly adversely affect Wimbledon Guild.

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