

# Job Description

<b>Title:</b>	Counsellor
<b>Location:</b>	The Police Treatment Centres, St Andrews Harrogate & Castlebrae, Auchterader
<b>Department:</b>	Nursing
<b>Responsible to:</b>	Head Nurse

## Job purpose:

To provide a proactive welfare and support service which complements the commitment by the Charity to provide a holistic care and support programme to serving and retired officers attending the Charity's Treatment Centres.

## Main duties:

- To deliver patient counselling services and initiatives in line with the aims and philosophy of the Charity.
- To facilitate patient workshops as required to assist the running of the psychological wellbeing programme.
- To bring to the attention of nursing staff any issues regarding patient's emotional wellbeing whilst maintaining patient/client confidentiality.
- To liaise with nursing staff to resolve patient welfare problems.
- To act as a 'signpost' in directing patients to other/alternative external support services.
- To provide confidential support and services to PTC employees when appropriate who may be experiencing health & wellbeing or stress related problems.

## General Responsibilities:

- To ensure the provision of counselling services to all identified patients so as to assist improvement in their wellbeing.
- Maintain detailed and accurate confidential records of all patient treatment for a minimum period of 8 years
- Undertake effective communication with other departments and patients as appropriate.
- Attend meetings, presentations and events as required.
- Monitor own work and identify best practice opportunities to improve service provision.
- Identify areas for continuous improvement and potential for efficiency savings.
- Undertake appropriate learning and development opportunities for continuous professional development in order to keep abreast of new thinking, development and change.
- Adhere to Charity policies and legal requirements.
- Engage in professional supervision and 'peer' support.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competencies of the post holder. The job description from time to time may be subject to review and change following consultation with the post holder.

**Signature of Post Holder**..... **Date**.....

**Signature of Manager** ..... **Date**.....

## PERSON SPECIFICATION

**Post:** Counsellor

**Location:** PTC, St Andrew's, Harrogate & Castlebrae, Auchterarder

Criteria	Essential	Desirable	Evidence
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>• Appropriate recognised qualification in counselling and/or social welfare.</li> <li>• <b>AND/OR</b></li> <li>• Appropriate recognised qualification in psychiatric/community mental health nursing</li> <li>• -----</li> <li>• Appropriate/relevant degree standard</li> <li>• Evidence of continuing professional development.</li> <li>• Member of British Association of Counselling.</li> <li>• Health Professions Council Registration.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p>D</p> <p>D</p>	<p>App. Form</p> <p>App. Form</p> <p>App. Form App. Form &amp; Interview App. Form App. Form</p>
<p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years post qualification experience in a relevant environment</li> <li>• Knowledge/awareness of police service roles and requirements</li> </ul>	<p>E</p>	<p></p> <p>D</p>	<p>App. Form &amp; Interview App. Form &amp; Interview</p>
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Advanced and specialist skills in the application of a broad range of techniques in counselling &amp; social welfare</li> <li>• Effective communication skills – written, verbal and listening</li> <li>• Teaching skills</li> <li>• Keyboard &amp; IT Skills</li> <li>• Must be able to act on own initiative and use own judgement to decide on the most appropriate course of action across a range of options.</li> <li>• Effective Team member</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p></p> <p>D</p>	<p>Interview</p> <p>Interview</p> <p>Interview App. Form &amp; Interview Interview</p>
<p><b>Personal Qualities;</b></p> <ul style="list-style-type: none"> <li>• Flexible/adaptable to service/team needs</li> <li>• Personally and professionally responsible</li> <li>• Maintain highest standard of professional conduct and respect for confidentiality.</li> <li>• Observe highest degree of integrity and responsibility and recognise the primacy of patient welfare.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Other Information</b>	PTC will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.		
	PTC positively welcomes applications from all sections of the community.		