

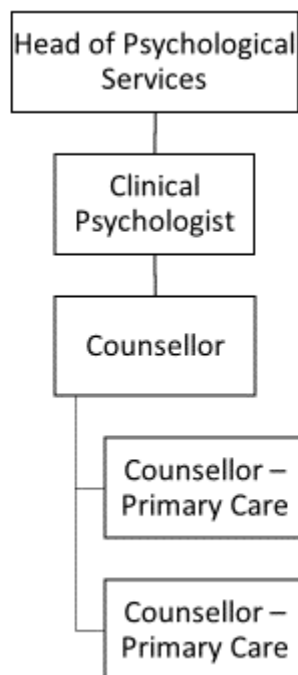


**JOB TITLE:** Counsellor

**LOCATION:** Variable / GHA premises – exact location to be confirmed

**ACCOUNTABLE:** Operationally and professionally to the Head of Psychological Services and Talking Therapies

**JOB SUMMARY:** The post-holder will deliver clinical services within GHA Psychological Services and Talking Therapies, including Cognitive Behavioural Therapy interventions, and will also provide clinical supervision, line management, and oversight and management of selected waiting lists.



**1. MAIN DUTIES & RESPONSIBILITIES:**

- 1.1 Oversee, triage, and allocate relevant referrals through the department's allocation system for more junior clinicians
- 1.2 Oversee relevant and appropriate waiting lists, under the line management of the relevant practitioner, and take relevant action to ensure timely access for referred patients to services

- 1.3 Oversee relevant and appropriate waiting lists, under the line management of the relevant practitioner, and take relevant action to ensure timely access for referred patients to services
- 1.4 Line manage and clinically supervise more junior clinicians working in GHA Psychological Services
- 1.5 Provide Talking Therapy to patients in line with department clinical operating processes, using evidence-based models.
- 1.6 Promote and develop effective coping mechanisms and self-help skills with clients to promote empowerment.
- 1.7 Signpost the patient where appropriate and supply information about condition and services and self-help material, as necessary.
- 1.8 Maintain appropriate records in accordance with GHA policies and the practitioner's code of ethics. Collate and produce activity information, as required.
- 1.9 Liaise and collaborate with others within the multidisciplinary team.
- 1.10 Participate in managerial and clinical supervision.
- 1.11 Attend team meetings, as required.
- 1.12 Be committed to developing knowledge and skills through training, supervision, keeping abreast of policy issues etc.
- 1.13 To initiate, organise and undertake formal and informal training of staff and service users.
- 1.14 Promote and value the rights, responsibilities and diversity of people.
- 1.15 To engage in training, both locally and abroad, and keep up-to-date with the new developments in the area of counselling.
- 1.16 To contribute to an objective evaluation of the effectiveness of the service.
- 1.17 To report at regular supervision meetings which will provide a learning and problem solving forum and support and facilitate best practice.
- 1.18 To assist in the development of the services
- 1.19 To undertake any other duties appropriate to the grade as instructed by the post-holders Line Manager.
- 1.20 To undertake any other reasonable duties and responsibilities, as requested by GHA Management, or the Principal Secretary for the Minister for Health.

**2. HEALTH AND SAFETY:**

- 2.1 It is the general duty of every employee to take a reasonable care for the health and safety of himself/herself and others, and to co-operate with management in meeting its responsibilities. You are required to acquaint yourself with policies with regards to Health and Safety such as Manual Handling.
- 2.2 Employees must be aware of the responsibilities placed on them under the Management of Health and Safety at Work Regulations to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

**3. RISK MANAGEMENT:**

- 3.1 All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**4. CONFLICT OF INTEREST:**

- 4.1 The Gibraltar Health Authority is responsible for ensuring that the service provided for its patients in its care, meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. Staff are not allowed to further their private interest in the course of their GHA duties.

**5. SMOKING POLICY**

- 5.1 It is the policy of the GHA to promote health. Smoking is actively discouraged and is prohibited in most areas of the Hospital, including offices, with the exception of designated smoking areas on all sites.

**6. CONFIDENTIALITY**

- 6.1 The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Official Secrets Act 1911 and 1920.

This Job Description is a reflection of the post at the present time and is subject to alterations in detail and emphasis in the light of any future developments in consultation with the post holder.

**Signature of Post holder .....** **Date.....**

**Signature of  
Mental Health Services Manager.....** **Date.....**

**PERSON SPECIFICATION: Counsellor**

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	A Level 4 Diploma in Counselling (or higher) that is BACP-recognised or equivalent.	Masters level qualification in relevant field
	Accredited member of the British Association for Counselling and Psychotherapy (BACP) or equivalent professional body, or able to achieve accreditation within 12 months of appointment.	Qualification in delivering clinical supervision
<b>Previous Experience</b>	Experience of delivering CBT, including assessment, formulation and intervention	Experience of working clinically in statutory services / Talking Therapy departments
	Experience of clinical assessment and triage of people referred to a Talking Therapies Service	Experience of working with complex emotional needs or co-morbid presentations
	Experience of taking part in structured clinical supervision	Experience of project work or service improvement, especially waiting list management
	Experience of delivering clinical supervision	Training in the delivery of clinical supervision
	Experience of assessing and managing clinical risk appropriately	Experience of triage and allocation of clinical cases to more junior clinicians
<b>Knowledge</b>	An understanding of the different counselling and psychotherapy models, including CBT	Knowledge of substance misuse work
	An understanding of the role of Talking Therapy Services as a part of wider MH services	
<b>Skills and Abilities</b>	Ability to work with initiative.	Able to work in both Spanish and English
	Ability to work independently and manage own workload.	
	Good communication skills – verbal and written.	
	Ability to interact with people from varying cultural backgrounds and social environments.	
	Able to work flexibly as part of a team.	
	To work within GHA policies, protocols and procedures.	
	Self motivated.	
<b>Attributes</b>	A flexible approach to work.	
	Caring attitude.	
	Able to maintain confidentiality of information.	
	Quality/patient focused.	
	Positive attitude towards learning and development, demonstrated by a record of continuing professional development.	
	Understanding of and demonstrable commitment to equal opportunities as an employee and as a provider of service to the public.	
<b>Health &amp; Appearance</b>	Low level of absence due to sickness in the past three years.	
	Smart professional appearance.	