

**Low-Cost Therapy Service - Affiliate Role**

**Job and Person Specification**

**Job Specification**

* To provide weekly, short-term and long-term one to one counselling/psychotherapy sessions to individuals, via video call or in person at a designated therapy room
* To consistently attend fortnightly individual or small group supervision with the Time to Heal Lead Practitioner
* To record concise, confidential session notes electronically on the Time to Heal database after each session
* To update electronic client records on the Time to Heal database
* To respect and uphold client confidentiality at all times
* To adhere to the BACP/NCS ethical principles and uphold good practice at all times
* To respect and promote equal opportunities and celebrate diversity
* To assess the appropriateness of counselling as part of the referral process
* To provide a caring and supportive environment where concerns can be explored, thereby promoting good mental and emotional health
* To uphold good practice as described by the BACP/NCS ethical guidelines
* To fulfil professional supervision requirements
* To maintain adequate records of clinical work and to keep these secure
* To maintain training and continued professional development
* To be responsible for your own continued professional development
* To discuss any safeguarding issues or other concerns about Service Users or colleagues with the Time to Heal Supervisor (Lead Practitioner) at the earliest opportunity

**Person Specification**

You must:

* Have, at minimum, a recognised professional, integrative Counselling or Psychotherapy Advanced Diploma qualification, or equivalent
* Have a commitment to your ongoing professional development
* Be willing to work in a creative, person-centred way with clients and colleagues
* Be self-employed and provide proof of indemnity insurance
* Hold accreditation with the National Counselling Society/BACP/UKCP or equivalent
* Have an up-to-date DBS certificate and/or be registered with the DBS/CRB online update service
* Be willing and able to commit to seeing your designated clients on a weekly basis, on specific day and at a specific time agreed by you and each of your clients
* Be willing and able to attend fortnightly supervision sessions, either in person or via video call
* Be willing and able to make use of counselling supervision
* Have effective communication skills, both verbally and in writing
* Have excellent interpersonal skills
* Be able to demonstrate the key personal qualities of empathy, congruence, positive regard and respect
* Be able to carefully question, reflect, and challenge attitudes and beliefs
* Be able to motivate others, problem solve and be organised
* Have a willingness to learn and develop new skills
* Have a desire to make a positive difference to the lives of service users