

**Low-Cost Therapy Service – Trainee 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 supervision with the Time to Heal Lead Practitioner, at your own cost
* 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 maintain adequate records of clinical work and to keep these secure and confidential
* 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 provide a caring and supportive environment where concerns can be explored, thereby promoting good mental and emotional health
* 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 completed at least the first year of a recognised professional, (preferably integrative) Counselling or Psychotherapy Diploma-level course
* Have a commitment to your ongoing professional development
* Be willing to work in a creative, person-centred way with clients and colleagues
* Have professional liability insurance
* 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 a 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
* Have a willingness to learn and develop new skills
* Have a desire to make a positive difference to the lives of Service Users