

Service Description

Service to be provided:	Sessional Counsellor
Rates:	£22 per hour-long counselling session. This fee to include all regular client administrative tasks. The rate for additional meetings or admin tasks, where required and pre-agreed, will be £11 per hour. Counselling rooms will be provided free of charge. This role is on a self-employed basis.
Hours:	Flexible
Based at:	The Wellbeing Centre, 23b Chester Street, Mold and/or home based for on-line and telephone work.
Reports to	Talking Therapies Manager
Contractor requirements	<ul style="list-style-type: none"> • Counsellors must be qualified and have completed a course that is accredited by BACP or UKCP • Completed as a minimum a primer training for working online. • Must have over 250 client hours • Must be a member of the BACP or another recognised professional body • Have personal counsellors' insurance • Be up to date with CPD hours and be responsible for recording the required hours • Counsellors are responsible for supervision every month and the cost.
Aims of the service	<ul style="list-style-type: none"> • To deliver brief or longer-term counselling to adults experiencing mild to moderate mental health problems
The service provider will:	<p>Counselling</p> <ul style="list-style-type: none"> • Be responsible for a caseload of counselling clients with mild to moderate mental health problems. • Deliver individual assessment to clients (when qualified and experienced enough to do so) • Deliver counselling to clients • Abide by North East Wales Minds policies and procedures • Maintain and update accurate database records of clients (using North East Wales Mind's in-house database)

- Work within the Codes of Practice and Ethics recommended by the British Association for Counselling and Psychotherapy (BACP)
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The service provider will (cont)

Client Records

- Accurately and efficiently manage all administration processes, including arranging appointments.
- Ensure correspondence, reports, results etc. are filed electronically in the correct client record
- Maintain the confidentiality and security of client data in accordance with North East Wales Mind policies
- Operate systems to monitor service standards as requested by North East Wales Mind

Additional expectations from the counsellor

- Be willing to commit the necessary time to ensure the safety of vulnerable clients
 - Demonstrate an understanding of safeguarding in relation to vulnerable adults
 - Attend service meetings
 - Have an open and non-judgemental attitude
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Prepared & approved

July 2021
