**KATHARINE HOUSE HOSPICE**

**ROLE DESCRIPTION**

# Self-employed Counsellor

**Post holder:** Vacant

**Area of Work:** Katharine House Hospice Psychological Support Team

**Accountable to:** Family Support Team Leader, Katharine House Hospice

**Responsible to:** Director of Care, Katharine House Hospice

Board of Trustees

**Mission**

**“To offer the best care so that people in our community affected by progressive diseases can live their lives to the full”**

**Department Objectives**

To provide, in a sensitive and timely manner*,* psychological support and counselling to people with an advanced, life limiting illness, and those affected by it both pre and post bereavement. To provide counselling support to staff and volunteers as identified according to the ‘Counselling support for staff policy’

**Role Within the Department**

To provide counselling support to clients of the Psychological Support Team.

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**Function and Responsibilities**

**Specific Objectives**

1. To provide counselling sessions for the Psychological Support Team in a professional and timely manner.
2. To prioritise and manage own caseload and diary.
3. To develop and maintain effective working relationships within the Hospice multi-disciplinary team.

**Key Tasks**

In order to meet the above broad objectives, the post holder will have responsibilities in the following areas of work:

* Counselling and Support

**Counselling and Support**

1. Provide triage and assessment of referrals to the Psychological Support Team
2. Provide counselling to patients and/or their families and friends
3. Provide counselling to staff and volunteers
4. To ensure the accurate and timely recording of counselling sessions
5. To manage and prioritise own caseload, justifying home visits.
6. To provide talking sessions group work in Well Being Day
7. Attend and participate in the Hospice’s monthly Memorial service as required
8. To share the running of monthly bereavement evening.

**Service Development**

To participate in team meetings

**Other Tasks and Responsibilities**

1. Access monthly supervision
2. Play and active part in own continuing professional development
3. Keep accurate written records of counselling activities
4. Adhere to all hospice policies and procedures including Lone worker policy.

**Key working relationships**

* Counsellors
* Family Support Team Leader
* Family Support Team
* Volunteers
* Administrative support

**Key Competencies and Skills Requirements**

See person specification

**Specific Requirements**

* Registered with a recognised professional body
* Liability insurance
* The Counsellor will not use the name of Katharine House Hospice in conjunction with any advertising or work performed outside of the Hospice. Neither will they attract fee paying clients from those under the care of the Hospice.
* Work to the BACP Ethical Framework for the Counselling Professions

**Specific Induction Requirements**

* Attend Katharine House Induction Course
* Introduction to Katharine House team

**Confidentiality**

To ensure confidentiality is maintained on all matters pertaining to patients, staff and organisation in accordance with the Hospice’s Confidentiality Policy

**Role Revision**

This role description is subject to periodic revision following discussions with the post holder

**Infection Prevention and Control**

In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. This will include attendance of initial training and further updates.

**Smoking**

The hospice has a no smoking policy. All hospice premises are considered No Smoking Zones

**This post requires the individual to consent to an enhanced disclosure by the Disclosure & Barring Service.**

**Person Specification - Counsellor**

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| --- | --- | --- |
|  | Essential | Desirable |
| ***Qualifications***   * Diploma in Counselling * Be registered as a qualified Counsellor by a nationally recognised professional Counselling/Therapy body | √  √ |  |
| ***Experience & Knowledge***   * Experience of working in bereavement and loss * Experience of providing counselling sessions * Experience of Home visits and Lone worker * Experience of working within a hospice * Experience of working with volunteers | √  √ | √  √  √ |
| ***Skills & Attributes***   * Demonstrable skills in counselling * Team player * Confidence in using IT (Microsoft Office) * Able to manage own caseload in an organised manner * Excellent communication and interpersonal skills * Flexible approach * Confident * Non-judgemental * Self-aware * ‘Can do’ attitude * Enthusiastic | √  √  √  √  √  √  √  √  √  √  √  √ |  |
| ***Other***   * Enhanced DBS clearance required * Liability insurance * Full valid UK Driving Licence * Regular use of car with appropriate levels of insurance | √  √ | √  √ |