

JOB DESCRIPTION

JOB DETAILS	
Job Title	Specialist Counsellor
Reports to	Clinical Matron for Women's Health
Band	Band 7
Department/Directorate	Women's and Children's Health

JOB PURPOSE

To provide Highly Specialist psychological support, psychosexual and EMDR Therapy services for clients (couples and individuals) including specialist assessment, treatment, planning, implementation and monitoring of outcomes, and focussing on the psychological needs of women and families within the Centre for Women's Health within the context of a non-judgmental and confidential service using the ethical framework of their professional body (BACP, CPCAB, EMDR UK & Ireland). Receiving referrals from Maternity, Neonatology and Gynaecology.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

To manage own significant caseload, providing specialist Psychological Therapies and EMDR to clients who may present with a high level of complexity, having specialist qualifications and expert knowledge to accurately provide and oversee the assessment, formulation and intervention, whilst maintaining professional accreditation to a recognised body.

To provide monthly training to neonatal nurses on grief, loss and trauma and facilitate a bi-monthly oncology support group alongside a nurse specialist. They will provide clinical supervision for Professional Midwifery Advocates and facilitate group work and debriefing sessions for the multidisciplinary team.

To be responsible for developing, writing, and implementing service policies that align with NHS guidelines, clinical governance, and best practices in psychological care. This includes ensuring policies support safe, effective, and equitable service delivery while meeting the needs of diverse client populations.

To lead on service development initiatives, identifying areas for improvement and embedding evidence-based approaches into clinical practice, translating policy into actionable procedures, providing staff training (where applicable).

To ensure a culture of continuous improvement, working collaboratively with multidisciplinary teams, senior management, and external stakeholders to shape the strategic direction of the service. Risk management, ensuring compliance with regulatory requirements, and driving innovation to enhance service accessibility and efficiency.

To work closely with the operational managers to ensure that the therapy provision at the Centre for Women's Health meets the needs of the service users and is delivered effectively and efficiently. They will also provide specialist clinical advice on the development and provision of specialist psychological therapies to maintain client flow and efficiency and will liaise with colleagues on the development of Specialist Pathways.

To advertise for, recruit and directly manage counselling students on placement and provide them with robust clinical supervision.

To Chair the weekly New Baby in the Family Meeting with a multidisciplinary team to promote safeguarding and wrap around care for new families and link with managers and members of other services e.g. Maternal Mental Health Clinic/Perinatal Mental Health Team to address interdependencies and ensure alignment.

KEY WORKING RELATIONSHIPS

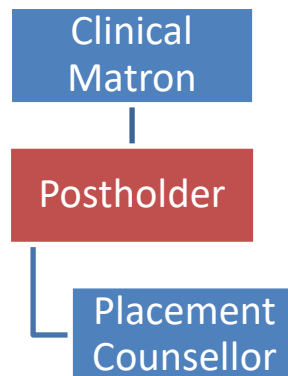
- Counsellor colleagues
- Clinical Matrons – Maternity
- Clinical Matron – Neonatal Unit
- Clinical Matron – Gynaecology
- Midwifery, Gynaecology Nursing and Medical staff

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis

In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

ORGANISATIONAL CHART



FREEDOM TO ACT

- Works with patients independently within policy/BACP Ethical framework for good practice and EMDR UK& Ireland Association code of ethics and conduct or BABCP code of ethics and conduct. Interprets policies in relation to caseload.

COMMUNICATION/RELATIONSHIP SKILLS

- To provide a counselling service for patients within the areas of Maternity, Neonatology and Gynaecology. This includes counselling support for patients/parents who are recognised to be experiencing emotional difficulties and having been informed of the counselling service have requested counselling.
- Counselling support for patients referred from the Community who meet the agreed service referral criteria.
- To be available to act as a facilitator for group work and debriefing.
- To liaise, where appropriate, with other NHS professionals and colleagues working in psychological therapies.
- To develop good communication with the multi-professional team.
- To provide advice on counselling issues and referrals.
- To chair the weekly New Baby in the Family meeting providing a psychosocial approach to consider the broader health of the baby by being aware of, understanding and assessing, the needs of the immediate and extended family/support network and how these are being met including social and emotional issues, feeding and nutritional needs with a focus on safeguarding.
- To work effectively with outside agencies and collaborate on mutually pertinent projects.
- To work flexibly and effectively in a demanding environment.
- To have the ability to deal with potentially antagonistic/aggressive situations effectively.
- To empathically elicit highly sensitive information which may be highly complex and/or contentious and to gain agreement from the client/s for EMDR/Psychosexual Therapy interventions, which may involve conflict resolution, mediation, communicating highly sensitive information, where there may be significant barriers to acceptance or motivation to change.

ANALYTICAL/JUDGEMENTAL SKILLS

- To liaise where appropriate with other agencies in the provision of counselling care.
- To provide advice on counselling issues and referrals.
- The post-holder will provide client psychological therapies triage, assessment and treatment - involving analysis of highly complex facts or situations. Clients frequently present with multiple and complex issues requiring the selection of appropriate therapeutic treatment, which on occasion requires decisions to refer on to other Specialist Services.
- The post-holder will be expected to provide expert interpretation where opinions may differ.

PLANNING/ORGANISATIONAL SKILLS

- To hold clinical responsibility for casework and undertake professional counselling supervision (supervisor nominated by self) financed by employer.
- The post-holder will be responsible for the management of a clinical caseload. This involves prioritising of referrals and monitoring of waiting times to psychological therapy.
- The post holder will develop and review the pathways for Psychological Therapy within the Centre for Women's Health Counselling Service.

PATIENT/CLIENT CARE

- To provide highly specialist psychological assessments, formulations and interventions for clients receiving treatment through the Centre for Women's Health, including providing psychological interventions for women presenting with mental health difficulties such as anxiety, tokophobia, PTSD (including birth trauma), grief and decision making within the perinatal period. To also determine and deliver highly specialised therapeutic packages to meet the needs of individual patients presenting with psychosexual problems following gynaecological treatment, particularly those who have undergone or are undergoing gynaecological oncology treatment.
- Working to the provision of NICE Guidelines regarding specialist trauma treatment offering Eye Movement Desensitisation and Reprocessing (EMDR) to clients within the context of a non-judgemental and confidential service using the ethical framework of their professional body i.e. UKCP, BACP. EMDR UK & Ireland.
- To assess and monitor risk and draw up appropriate safety plans.
- Provision of monthly supervision to the multidisciplinary Clinical Genetics team.
- To act as expert practitioner in Specialist Services e.g. EMDR, Psychosexual Therapy and maintain and manage a specific caseload as such.
- To triage referrals to ensure appropriate for the service, communicating with the referrer if any cannot be accepted.
- Interpretation and integration of complex psychological data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients.
- To formulate and implement plans for psychological treatment and/or management of a client's mental health problems, based upon an appropriate conceptual framework of the client's problems, and employing methods of proven efficacy.
- To be responsible for implementing a range of specialist psychological interventions for clients, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.
- To evaluate and make decisions about treatment options, taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes
- To undertake risk assessment and risk management for individual clients and to provide both general and specialist advice to colleagues on psychological aspects of risk assessment and management.
- he post-holder is expected to make clinical decisions, and act as a clinical expert in the area of psychotherapy and EMDR, and is expected to interpret related policies.

POLICY/SERVICE DEVELOPMENT

- Follows local, national and organisational policies. Comments on, and implements policies which affect service provision.
- To contribute to the effective working of the team and to a psychologically informed framework for the team.
- To contribute to the team's delivery of accessible and acceptable services to diverse local communities.
- To be proactive in challenging discrimination and support the development of culturally competent services.
- To advise other members of the service on specialist psychological care of clients.

- To liaise with referrers, GPs and other professionals concerned with clients in order to develop and review treatment plans.
- To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members.
- To develop and deliver a range of relevant teaching sessions for a multi-disciplinary staff group.
- To have extensive clinical knowledge and experience of complex EMDR and Psychotherapy, and women's health associated Psychological Therapy and to contribute and advise on the delivery of Specialist Psychological Therapies Services across departments within the Trust.
- To provide a lead in providing assurance in clinical outcomes and governance, service development projects, service integration, transformation and service quality benchmarking across the counselling provision, in collaboration with senior managers to support equitable and consistent core functions.

FINANCIAL/PHYSICAL RESOURCES

- Maximises the efficient use of resources and alerts budget holders where there are any discrepancies or cost saving initiatives.
- Awareness of financial structures versus service provision to maximise output.

HUMAN RESOURCES

- Supervises practice as appropriate of identified members of the counselling team.
- Acts as a mentor/supervisor as appropriate.
- Provides representation on Trust committees / meetings as required.
- Develops their leadership and management skills in order to ultimately be able to lead on specific elements of practice and service developments or evaluations within a service strategy to which they also actively contribute as a senior member of the organisation.
- Deliver formal and informal teaching initiatives as part of the education strategy to ensure practice development and improved care for patients.

INFORMATION RESOURCES

- To record data in accordance with Trust Policy.
- To write up patients' case notes following therapy sessions.
- To be responsible for maintaining supervision notes for Genetics Counsellors and Professional Midwifery Advocates.
- To draft reports summarising client referrals and flow and collation of data in order to develop a robust service provision and make positive change.

RESEARCH AND DEVELOPMENT

- To take the lead, as a senior clinician, of planning and implementing systems for evaluation, monitoring and development of the service, through the deployment of professional skills in research, service evaluation and audit and ensuring incorporation of psychological frameworks for understanding and provision of high-quality care.
- To utilise theory, evidence-based literature and research to support evidence-based practice in individual work and work with other team members.
- To initiate project management, including audit and service evaluation, with colleagues within and across the service to help develop and improve services to clients and inform decision making.

PHYSICAL SKILLS

- Physical skill developed through practice specifically listening, observation and a heightened sensory awareness.

PHYSICAL EFFORT

- Can sit in a restricted position for a prolonged period during the day when in sessions with patients.

MENTAL EFFORT

- To provide in depth proactive mental attention during patient assessment and treatment therapy session.
- The post-holder is required to maintain frequent prolonged periods of concentration whilst assessing and providing therapy to clients during psychological therapy sessions.

EMOTIONAL EFFORT

- Ability to be able to deal with frequent distressing emotional circumstance, examples include dealing with parents whose baby has or is dying, providing therapy to patients with a poor prognosis i.e. cancer or infertility, providing specialist therapy to patients with multiple presenting problems, and those patients who question the quality of care provided.

WORKING CONDITIONS

- The post holder may be subjected to occasional unpleasant conditions, examples include verbal abuse, aggression, hostility.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach

agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Specialist Counsellor
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Masters level qualification in relevant subject or equivalent experience	E	
Diploma in Counselling/Psychotherapy (450 hours skill and theory, 120 hours of supervised practice, 20 hours personal therapy)	E	
Evidence of specialist training in Women’s Health	E	
BACP/UKCP Accreditation or accreditation	E	
Trauma training – EMDR, Trauma focus CBT with another relevant counselling professional body	E	
Bereavement training	E	D
Teaching qualification		D
Qualification in Counselling supervision	E	
Qualification in Psychosexual Health	E	
KNOWLEDGE/SKILLS		
Knowledge of the range of counselling procedures and techniques	E	
Understanding of bereavement and loss issues	E	
Proven ability to remain calm under pressure	E	
Ability to deal sensitively with staff, patients and their families	E	
IT skills and ability to work online and remotely	E	
Extensive knowledge of trauma and psychosexual issues	E	
Knowledge of clinical governance, risk management and clinical effectiveness	E	
Specialist knowledge of assessment against professional standards and outcome measures	E	
Knowledge relating to the management of safeguarding in the NHS context	E	
EXPERIENCE		
Ability to offer specific professional expertise	E	
Worked as a supervised Counsellor with a minimum of two years post qualifying experience	E	
Experience of working flexibly within a team	E	

One to one/couple client work	E	
Ability to work autonomously and within the multi-disciplinary team	E	
Negotiation of issues of boundaries and confidential with other professionals	E	D
Working in a healthcare/acute hospital setting		
Experience of audit procedures	E	D
Experience of teaching/training		
Experience of managing highly complex, sensitive information to include analysis of data	E	
Experience of line management	E	
Experience of multi-agency working/partnership	E	
PERSONAL ATTRIBUTES		
Flexible approach to work	E	
Self-motivated	E	
Effective team member	E	
Ability to engage with a wide variety of health and social care professionals	E	
Excellent communication and interpersonal skills, including the ability to communicate well with staff and other service organisations	E	
Ability to prioritise and delegate appropriately and clearly	E	
An ability to work at both strategic and operational levels	E	
The ability to be assertive without causing offence	E	
The capacity to handle conflict and remain calm under pressure	E	
Commitment to delivering service improvement and delivering sustainable service change which brings measurable benefits for clients	E	
Ability to form and develop rapport quickly and effectively	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust	E	
Ability to manage complex and sensitive issues	E	
Ability to manage and lead change and inspire and develop forward thinking	E	
Ability to motivate and organise others to ensure best practice	E	
Ability to manage own time effectively	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	Y	X			
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y				X
Challenging behaviour	Y		X		