

KILBRYDE HOSPICE JOB DESCRIPTION

Job Title	Counsellor (Adults, children and young people)
Grade	Band 6 (£27,635 - £37,010 depending on experience)
Hours	22.5 hrs; Fixed Term Contract for 3 years
Based	Kilbryde Hospice

PURPOSE OF ROLE

To provide high quality counselling and bereavement care to the patients and families under the care of the Kilbryde Hospice. Provision of onsite counselling and bereavement support to adults, children and young people within Kilbryde Hospice, on both an inpatient and outpatient basis

ENVIRONMENT

Kilbryde Hospice provides specialist palliative care services to the people of South Lanarkshire. It is a specialist resource for those individuals receiving palliative care who have particularly complex needs. The Hospice strives to meet the physical, emotional, social and spiritual needs of patients and carers, offering support in coping with the practical implications of life-limiting illnesses. Staff are required to provide the highest standard of patient-centred care possible, while promoting choice, dignity, self-esteem and an enhanced quality of life. The Hospice is a Company Limited by guarantee, and a registered charity, and is required by separate and differing legislation to meet finance, governance and regulatory requirements.

RESPONSIBILITIES.

- To provide on occasion, to both adults and young people under the care of Kilbryde Hospice, an external counselling service within their own homes.
- To receive and process referrals from across Kilbryde Hospice's services and from other sources as deemed appropriate.
- To have full responsibility for managing a caseload as appropriate that may include adults, children and young people.
- To work with the bereaved using individual, group or family support techniques and involving other members of the multi-disciplinary team as appropriate.
- To ensure where appropriate that clients are referred onto services that may better support their psychological or spiritual needs.
- To arrange and manage assessment of prospective clients as necessary.
- To work closely with the clinical administration team in coordinating the service ensuring timely and sensitive communication.
- To be involved in the training and education of staff at the Kilbryde Hospice and external organisations as appropriate, on counselling and bereavement issues.
- To line manage both volunteers within the counselling service and student counsellors, ensuring regular supervision and providing mentoring to encourage individual development.
- To develop a coordinated service which meets the needs of the group and to identify gaps in the service and bring this to the attention of the Clinical Services Manager.
- To provide a counselling service on both an individual and group basis.
- To work with other members of the team to train, supervise and co-ordinate the counselling service volunteers and student counsellors.
- To look at the bereavement care offered by the organisation in line with national and network guidelines and current research to ensure the best service is available within the current resources.
- To ensure the maintenance and completion of client case notes and collate statistical data as requested.
- To participate in audit and research as appropriate.
- Carry a client caseload and provide a counselling service in line with COSCA/BACP Ethical Framework

- Organise caseload and maintain records using electronic patient records, ensuring minimum data set information is collected and collated
- Along with the other members of the Wellbeing Service, ensure all the multi-disciplinary team (MDT) meetings have a regular attendance of a psychosocial professional
- To participate in regular supervision in line with COSCA/BACP recommendations

EDUCATION

- Demonstrate your practice in an evidence-based manner and provide evidence of your own personal professional development in line with professional guidelines
- Attend CPD training events for volunteers
- Attendance is required at statutory training
- Where appropriate, work with other team members to provide education and training to staff, volunteers and external organisations if requested
- To work with other members of the MDT to provide a regular carer's support programme

AUDIT & RESEARCH

- To actively contribute and take part in any quality measuring systems that the hospice may put in place with regard to the area of your expertise.
- To be aware of new developments in palliative care.
- To participate in nursing and inter-disciplinary audit projects.
- To participate in the hospice Clinical Governance programme.

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

- Awareness of and commitment to the Mission of Kilbryde Hospice
- Have a good understanding and comply with relevant Kilbryde Hospice Policies and Procedures at all times.
- Kilbryde Hospice is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and work effectively with volunteers.
- All staff are required to comply with the obligation of confidentiality relating to personal information that could identify individuals. Current Data Protection legislation safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Kilbryde Hospice to uphold the principles of the legislation.
- All employees of Kilbryde Hospice must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action
- The post holder is required to familiarise him/herself with and comply with the Kilbryde Hospice Health & Safety policies
- The post holder must at all times carry out duties and responsibilities with regard to the Kilbryde Hospice Code of Conduct
- Kilbryde Hospice operates a strict non-smoking policy in the hospice or Hairmyres hospital grounds
- The post-holder must at all times carry out his/her responsibilities in line with Kilbryde Hospice Dignity at Work and Equal Opportunities Policy

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the post holder.

Person Specification Counsellor Adult, Children and Young People

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • COSCA/BACP/UKCP registered Diploma or higher in counselling • Working towards COSCA/BACP Accreditation 	
Experience	<ul style="list-style-type: none"> • >450 counselling client hours • Palliative care experience • Experience of working with families and young people • An understanding of the needs of carers at end of life 	<ul style="list-style-type: none"> • Specific training related to palliative care
Knowledge	<ul style="list-style-type: none"> • An understanding of bereavement theory • Bereavement counselling experience 	
Skills	<ul style="list-style-type: none"> • An understanding of the needs of volunteers • Experience in teaching/training • Experience in provision of clinical supervision • Leadership skills • Qualification in supervision 	<ul style="list-style-type: none"> • Experience of working with volunteers • Qualifications related to teaching/training
Personal Attributes	<ul style="list-style-type: none"> • Good sense of humour • Team player 	
Other	<ul style="list-style-type: none"> • Car driver • Enhanced PVG disclosure 	