

Job Description

1. **Job Title** Specialist Counsellor
2. **Responsible to** Director of Therapeutic Services
3. **Salary / Hours** F/T Equivalent £24,000 pa pro rata (Full Time/Part time or Term Time)
4. **Location** Office location: LCVS Building, Ground Floor, 151 Dale Street, Liverpool L2 2AH and at and at any reasonable future location of the ADHD Foundation or, as reasonably directed by the ADHD Foundation which includes other sites/agencies/settings as is necessary to perform duties across the North West.

5. Job Purpose

To provide specialist counselling and / or psycho-educational interventions for children and young people living with ADHD and co-morbid mental distress in educational settings

To support the ADHD Foundation Aims and Objectives of developing holistic support through the provision of therapeutic interventions for the individual child / young person and family for the emotional and psychological wellbeing of children and young people living with ADHD.

6. Tasks and Responsibilities

- To assess the emotional well being needs of the children and young people to develop appropriate therapeutic interventions and strategies that ameliorate distress.
- To implement and coordinate suitable quality of routine outcome measures (e.g. Goal Based Outcomes; Current View; RCADs) with all children and young people who access the service.
- To provide individual needs led counselling for children and young people.
- To support the ADHD Foundation team to work in a tripartite way between home, school and child or young person.

- To establish a therapeutic contract that takes account of service guidelines on the length of intervention offered; ensuring regular case reviews are conducted, recorded, monitored and evaluated in line with the BACP 'Ethical Framework for Good Practice', NICE guidance, ADHD Foundation policies and procedures and using a range of appropriate assessment tools.
- To take a nurturing, systemic approach to all interventions offered and delivered providing the highest possible standard of service; constantly striving to reach vulnerable and hard to reach groups.
- To actively promote consultation and participation of children and young people in the service.
- To manage a caseload, maintaining a low waiting time for children and young people accessing the service.
- To actively participate and support the development of a battery of needs assessment and outcome measures across the ADHD Foundation through liaison with services such as CORC.
- To ensure 6 weekly reviews of therapeutic work are evaluated and final evaluations take place of all therapeutic work and that these are recorded as evidence in line with best practice. To evidence therapeutic interventions to NICE guidance on ADHD/Neurodevelopmental conditions..
- To prepare and collate appropriate information (including statistical information and reports) for the purpose of monitoring and evaluation, auditing quality assurance and service development including preparation of case scenarios, statistical analyses, monthly, quarterly, annual and ad hoc reports for a range of stakeholders.
- To help in the delivery of work in line with the of the priorities highlighted in the Government's Transforming Children and Young Peoples Mental Health, Green Paper
- To work collaboratively and support the work of external agencies spanning health, education (Children's Services), Social Care, Youth Offending Services and across the third sector seeking ways to develop relationships for the benefit of service users.
- To actively participate and support the development of policies and protocols to support the therapeutic service, such as the BACP Service Accreditation or other.
- To support Cultural Competency and Equality Impact Assessment

- To support the Common Assessment Framework
- To build and maintain good communication and positive working relationships with children, young people, parents/carers and all stakeholders including external specialists, schools and agencies for the benefit of service users, providing feedback on outcomes where appropriate.
- To undertake peripatetic outreach work promoting the work of the project and support the development of referral pathways and interventions which are accessible to and understood by all staff, children and young people and their parents and carers and partner agencies.
- To ensure that the services compliments and integrates with whole school approaches and holistic parenting strategies.
- To support delivery of skills, knowledge and strategies with stakeholders.
- To maintain the confidentiality of the service adhering to the BACP Ethics and Principles.
- To work towards BACP Service Accreditation.
- To disseminate and share the learning from the service through presentations and published reports
- To attend appropriate strategic and operational meetings as delegated

7. Quality Assurance

- 1) The Foundation works to the following quality standards and all staff contribute to the overall Quality Assurance Framework
 - NICE
 - BACP

8. Personal and Professional Development

- 1) To participate in regular professional supervision (including external caseload supervision and individual and group clinical supervision) and annual performance reviews, and attendance at team meetings and strategic planning days.

- 2) To be responsible for own personal and professional development to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the CEO to manage to ensure that an effective service is provided.
- 3) To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the CEO of these changes.

9. General Responsibilities

- 1) To implement and adhere to the ADHD Foundation's policies, procedures and Quality Systems to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
- 2) To ensure user confidentiality whilst maintaining accurate client notes, files and records and make the information readily available for review. To comply with GDPR & the ADHD Foundation's information governance and supporting policies including record management, information sharing and confidentiality.
- 3) To implement and adhere to policy and practice in relation to health and safety in all aspects of the post holders work. To adhere to the post holders own responsibilities for health and safety within the workplace to colleagues, service users and the general public and also whilst working from other sites.
- 4) To work within established definitions of acceptable and unacceptable risks. To carry out risk assessments and participate in risk management in accordance with the ADHD Foundation's policies.
- 5) To contribute to the development and implementation of quality standards within the ADHD Foundation.
- 6) To incorporate Equal Opportunities Policy and anti discriminatory practice in all areas of work.
- 7) To work in accordance with national child protection legislation and ADHD Safeguarding Policies - Child Protection and Vulnerable Adult Policies ensuring that they are strictly adhered to.
- 8) To promote and work within the values of the ADHD Foundation effectively contributing to its objectives.

- 9) To contribute to income generation in line with the strategic and operational objectives of the ADHD Foundation, as appropriate
- 10) To be able to work flexibly including evenings and weekends, as required.
- 11) To undertake any other reasonable duties as directed by the CEO that may reasonably fall within the scope of the post.

This job description is not intended to be prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility at the time of writing. The job holder is expected to be flexible in the performance of their duties and to undertake any other duties identified as appropriate to the post. All job descriptions are subject to change from time to time and this job description will be reviewed regularly.

Dated: 01/01/2020

Person Specification

Criteria required by appointee to ensure job effectiveness E Essential
D Desirable

Education and formal qualifications

Level 4 Diploma in Counseling, or equivalent	E
BACP Accreditation (or working towards)	E
Youth, community work, social care or other related qualification	D
Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education.	E
Basic Skills in literacy, numeracy and IT at level 2 and/or ECDL	E
Educated to Degree level	E

Experience and Knowledge

Post qualification counselling experience of working with children and young people	E
Experience of working therapeutically with children and young people	E
Knowledge of theoretical and practical approaches to providing family therapy	E
A portfolio of evidence demonstrating knowledge and understanding of how ADHD impacts on family life and society.	D
Experience of working with children and young people with ADHD, ADD or other behavioural issues	E
Knowledge of a range of co-morbid conditions affecting children and young people living with ADHD such as anxiety, depression, self harm, PTSD, substance misuse	E
A portfolio of evidence of professional development in therapeutic Interventions such as CBT, Family Therapy, Systemic Therapy	D
A good understanding of Social and Emotional Aspects of Learning	D
Experience of assessing and monitoring service user's needs and skills and of supporting the child/young person to identify their goals	E
Experience of working creatively with diverse learning styles	E

Experience of operating within the voluntary sector, health, social care or learning fields	E
Experience of working as part of a team and with a multi-agency approach	E
Knowledge of the Common Assessment Framework for Children and young people	D
Knowledge of statutory framework for Safeguarding Children and young people	E
Knowledge of resources available to children, young people and families in the local community	D
Knowledge of the issues around inclusion and participation of children, young people and families in the community	D
Knowledge and experience of how the Local Children's Plan and other local strategies impact upon and contribute to service provision	D

Skills and Attributes

Ability to uphold and implement the ADHD Foundation's mission, vision, values and core policies, including Equal Opportunities	E
Ability to create good therapeutic relationships with children and young people	E
Ability to build good relationships with children and young people to enable them to think and act creatively in order to develop a service where participation is fundamental to service development	E
Ability to build good relationships with stakeholders for the benefit of service users and the promotion and development of the ADHD Foundation	E
Ability to develop partnerships in order to engage in peripatetic outreach work	E
Excellent administrative skills / project management skills and able to work in an efficient and organized manner	E
Ability to work independently without constant supervision	E
Ability to communicate clearly and effectively in a variety of professional settings; verbal and written including the production of management reports	E
Ability to plan and deliver issue based therapeutic group work	E

Ability to manage difficult situations and to use initiative	E
Ability to work effectively in challenging and emotionally demanding environments	E
Ability to demonstrate good emotional stability under pressure	E
Ability to maintain confidentiality and professional boundaries in the workplace	E
Ability to recognize own personal limits of expertise and to seek advice/support as needed	E
Ability to adapt to change and undertake self-development and training	E
Ability to work flexible hours	E
Computer literate - ability to be able to use computerized systems including Microsoft Word, PowerPoint, and email	E
Ability to be able to report write and deliver presentations	E
Willingness to travel to work in various venues	E
Car user	D

Dated: 02/01/2020