

## **Job Description**

### **Senior Therapeutic Counsellor**

<b>Job Title</b>	Senior Therapeutic Counsellor
<b>Reports To</b>	CEO
<b>Location</b>	3 <sup>rd</sup> Floor, 54 St James Street, Liverpool L1 0AH  and at and at any reasonable future location of the ADHD Foundation or, as reasonably directed by the ADHD Foundation which includes other sites/ schools /settings as is necessary to perform duties across the Northwest.
<b>Salary Range</b>	£36,000- £38,000 FTE
<b>Working Hours</b>	Monday to Friday (35hrs per week)  Part time working considered Term time working considered

### **Job Purpose**

The Senior Therapeutic Counsellor will work across the lifespan to enhance the development and delivery of the ADHD Foundation's therapeutic services. The post holder will provide specialist counselling and / or psycho-educational interventions for children, young people and adults living with ADHD and other neurodevelopmental conditions and cooccurring mental health conditions.

### **Main Duties and Responsibilities**

#### **Therapeutic Services:**

- Provide individual, group, and family therapy for children, young people, and adults with ADHD, Autism and other neurodevelopmental and co-occurring mental health conditions, using evidence-based interventions.
- Therapeutic assessments:
  - To assess the emotional well-being needs of the children and young people within our care and to develop appropriate therapeutic interventions and strategies to reduce distress in this population.
  - To assess, monitor and review all people who access the service, using appropriate, routine outcome measures (e.g., Goal-based Outcomes; Current

View; RCADS) and introduce new outcome measures to inform how we develop and improve the practice of colleagues.

- Ability to adopt a range of therapeutic modalities, including but not limited to Cognitive Behavioural Therapy (CBT), Solution-Focused Therapy (SFT), and Parent-Child Interaction Therapy (PCIT), tailored to the neurodiverse population.
- Support clients in managing their ADHD symptoms, improving coping mechanisms, and enhancing their overall wellbeing and quality of life.
- Therapeutic reviews:
  - To ensure six-weekly reviews of therapeutic work are evaluated and final evaluations take place of all therapeutic work conducted as part of the service, and ensure all sessions are recorded and evidenced in line with ADHD Foundation and best practice guidelines for ADHD and co-occurring conditions (i.e., NHS and NICE best practice).
- Develop and deliver psychoeducation workshops to clients and families on ADHD management strategies, executive functioning, emotional regulation, and social skills training.

#### **Clinical Supervision and Leadership:**

- Provide clinical supervision and guidance to the therapy team, and other relevant colleagues, ensuring high-quality therapy services and adherence to ethical code of conduct, standards, and best practice.
- Conduct regular supervision sessions to support the professional development of staff internal to the ADHD Foundation, provide constructive feedback, and assist with the oversight of challenging case management within the team.
- Work with the CEO and/ or Clinical Director to develop and implement best practice guidelines and therapeutic frameworks for the therapy team and service.
- Promote a collaborative, reflective, and supportive working environment where staff feel empowered and confident to perform their clinical roles.

#### **Professional Development and Training:**

- Remain up to date with the latest research, treatment approaches, and best practices related to the diagnosis and management of ADHD and co-occurring neurodevelopmental conditions.
- Contribute to the development and delivery of in-house training programs for the therapy and wider team and external stakeholders (e.g., charity training days, schools, and healthcare providers, etc.).

- Participate in regular charity and clinical meetings and contribute to the ongoing development of therapeutic approaches within the ADHD Foundation.
- Play an active role in encouraging and inspiring colleagues to commit to ongoing professional development, professional accreditations, boost morale, teamwork, and liaise with all other services in the Foundation to ensure our promise of a 'holistic service' is communicated to all service users, including those that access clinic services.

### **Case Management and Reporting:**

- Maintain accurate and up-to-date records of client sessions and treatment plans in line with internal policies, GDPR and professional therapeutic standards.
- Monitor and evaluate client progress, adjusting treatment plans as necessary to ensure the best outcomes.
- Write and present reports for internal impact assessment, CEO/ Board of Trustees, and external stakeholders (e.g., schools, social services, etc.) as required.
- Maintaining quality:
  - To actively participate and support the development of policies and protocols to support the therapeutic service, such as the BACP Service Accreditation or similar.
  - To maintain the confidentiality of the service and adhere to the BPS and BACP code of Ethics and Principles.

### **Collaboration**

- Work closely with other professionals and organisations including schools, healthcare providers, and social services, to ensure a holistic and coordinated approach to supporting clients.
- Represent the Foundation at external meetings, conferences, and events as needed.
- To attend appropriate strategic and operational meetings as delegated.

### **Quality Assurance**

The ADHD Foundation works to fulfil NICE, BPS and BACP quality standards and all staff contribute to the overall Quality Assurance Framework

### **Personnel and Professional Development**

- To participate in regular professional supervision annual performance reviews, and attendance at team meetings and strategic planning days, when called upon to do so.
- To be responsible for own personal and professional development, to actively participate in identifying training needs, communicate these needs up to senior management and to be willing to undertake training where appropriate.
- To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the CEO of these changes.

### **General Responsibilities**

- To comply with GDPR & the ADHD Foundation's information governance and supporting policies including, but not limited to, record management, information sharing and confidentiality.
- To implement and adhere to policy and practice in relation to health and safety within the workplace.
- To contribute to the development and implementation of quality standards within the ADHD Foundation Neurodiversity Charity.
- To incorporate Equal Opportunities Policy, cultural competency, and anti-discriminatory practice in all areas of work.
- To work in accordance with national child protection legislation and ADHD Foundation's Safeguarding Policies, e.g., but not limited to, Adult Safeguarding, Child Protection and Vulnerable Adult Policies.
- To promote and work within the values of the ADHD Foundation effectively contributing to its aims, objectives and missions to educate and reduce health inequality in the provision of services in relation to neurodiversity in the United Kingdom.

**This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager and CEO.**

## **Person Specification**

### **Essential Experience, Knowledge, Skills and Attributes**

- Postgraduate qualification in a relevant therapeutic discipline (e.g., Clinical Psychology, Counselling, Social Work, or equivalent).
- Significant experience providing therapy to individuals with ADHD, Autism, or other neurodevelopmental conditions, including children, young people, and adults.
- Knowledge of a range of co-morbid conditions impacting children and young people living with ADHD e.g., anxiety, depression, self-harm, PTSD, substance misuse, eating disorders physical health comorbidities associated with ADHD and autism, such as inflammatory diseases, allergies, and reproductive health problems in women affected by ADHD and autism.
- Extensive experience in clinical supervision, with a strong commitment to supporting the development of colleagues.
- Knowledge and practical understanding of evidence-based therapeutic modalities, including CBT, SFT, EMDR, and other approaches suitable for neurodiverse populations.
- Strong understanding of the unique challenges faced by individuals with ADHD and neurodiverse conditions.
- Excellent communication and interpersonal skills, with the ability to engage effectively with a wide range of stakeholders, including clients, families, and professionals.
- Ability to work independently and as part of a multi-disciplinary team.
- Experience of using key information technology systems including Microsoft 365, Word, Excel, PowerPoint, and SharePoint.
- Experience of monitoring and reporting progress for quality assurance and financial purposes.
- Ability to uphold and implement ADHD Foundation's mission, vision, values.
- Full UK driving license.

### **Desirable Experience, Knowledge, Skills and Attributes**

- Experience working within a charity or not-for-profit organisation.



- Experience delivering training or workshops.
- Membership with a relevant professional body (e.g., BPS, BACP, HCPC, UKCP, etc.).
- Evidence of a constant pattern of learning and professional development which could be derived from relevant experience, voluntary work, training and/ or education.
- Knowledge of the Common Assessment Framework for Children and Young People.
- Knowledge of the issues around inclusion and participation of adults, children, young people and families in the community.
- Knowledge of emerging best practice in psychological therapies and how these may also form part of a multi-modal approach to well-being and improved quality of life as an adjunct to medication.

**ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.**

**We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.**

**ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you to work at your best.**