

Pilgrims Hospices Job Description – Associate Counsellor

Main Purpose and Scope of the Job:

The post holder will work closely with the Counsellor to deliver a range of counselling services, including individual and group work, to patients under the care of the Hospice and families both before and after bereavement.

Position in Organisation

Reports to: Counsellor
Accountable to: Senior Manager for Psychosocial and Bereavement Services
Responsible for: N/A

Values and Behaviours

Our values and behaviours underpin the work we do and ensures our continued success in providing specialist palliative care to the people of east Kent. They form our CODE which guides us in our daily working and decision making, and all post holders must ensure that they act in line with our CODE at all times.

Compassionate: We treat everyone with compassion and care
Open: We communicate openly, honestly and effectively
Dynamic: We are dynamic in continuously improvising and developing our services
Empowered: We empower people to achieve their outcomes

Key Duties and Responsibilities

Psychosocial Support

- Assess and offer counselling/therapeutic interventions to referred patients
- Assess and offer counselling/therapeutic interventions to families or carers of patients of the hospice
- Coordinate and facilitate client focussed programmes and groups
- Facilitate bereavement support groups
- Provide advice, information and guidance to families regarding the communication with children and young people
- Ensure that Hospice Counsellor is appropriately informed about patients and their relatives
- Keep appropriate electronic records

Multi-Disciplinary

- To offer advice and support to other members of the MDT in the assessment and management of psychological issues
- To deputise for the Hospice Counsellor when required for e.g. at Multidisciplinary team meetings
- Provide informal support to student or volunteer counsellors where appropriate.

- To liaise closely with members of the MDT, in particular the social worker and chaplain.
- To maintain confidentiality whilst allowing for appropriate information sharing and liaison with other members of the MDT
- To share in the contribution to palliative care teaching initiatives and the ongoing development of the counselling service in collaboration with the Counsellor
- Contribute to the evaluation of services

Other

- Maintain CPD within the requirements of Professional Code
- Make arrangements for supervision in consultation with the Family Services Manager. Agreed supervision will be paid for by the Hospice and should be undertaken within working hours, whenever possible

General Responsibilities

Corporate Governance –

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

Health and Safety –

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

Data Protection –

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

Flexibility –

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.

Date Revised: August 2018

Pilgrims Hospices Person Specification – Associate Counsellor

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Attributes	Criteria	Criteria Tested At		
		Application	Interview	Essential
Experience	• Experience of counselling in a variety of settings	✓	✓	✓
	• Experience of group work	✓	✓	✓
	• Experience of counselling clients with serious medical illness and the dying	✓	✓	✓
	• Experience of bereavement counselling	✓	✓	
	• Experience of working with bereaved children	✓	✓	
	• Experience of multidisciplinary team working	✓	✓	
Skills & Abilities	• Counselling	✓	✓	✓
	• Group work	✓	✓	✓
Knowledge	• An understanding of hospice and palliative care philosophy		✓	
Qualifications/ Training	• Diploma in Counselling	✓		✓
	• BACP Registration (or working towards Registration) and adherence to the Ethical Framework for Good Practice	✓		✓
Other Requirements	• Access to a car and a clean driving licence	✓		✓

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