

## JOB DESCRIPTION

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Post:	Assistant Clinical Lead
Managed by:	Clinical Lead for Adult Services
Responsible for:	Line managing a team of counsellors, providing therapy to clients who have experienced sexual abuse/trauma, supporting the Clinical Lead to expand and develop the service.
Salary:	£33,000 pro rata FTE (£18, 480 actual)
Hours:	21 hours a week of 37.5 FTE
Contract:	Fixed Term Part-time for 1 year (with intention to renew year on year)

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### **Purpose of the role**

The Assistant Clinical will support the Clinical Lead for Adults Services with the day to day clinical management of the adult services, including quality assurance and supporting and managing our adult therapists. The role will also provide support in development and delivery of our existing adults services, as well as any new projects. In addition, the Assistant Clinical Lead will also provide specialist, trauma-informed therapy to adults who have experienced sexual abuse.

### **Assistant Clinical Lead responsibilities**

1. To line manage up to 7 of The Green House's Adult Services Team.
2. To support the Clinical Lead in overseeing the supervision processes for your Adult Services team, including oversight of contracts and the annual reporting process.
3. To support the Clinical Lead in the quality assurance for Adult Services through regular monitoring and auditing of the service delivery data.
4. To abide by all of The Green House's policies and guidelines and to adhere to the BACP Ethical Framework as implemented by The Green House.
5. To support clients who are classified as 'pre-trial therapy' to read their notes before being passed on to the police, under The Green House's 'informed consent' policy.
6. Liaise with the police and other professionals where necessary to explain the pre-trial therapy process.
7. To support the continuous improvement of the Adult Services and the whole of The Green House services as instructed by the CEO.
8. To assist with the creation and delivery of new clinically-informed projects meeting the

needs of survivors of sexual abuse.

### **Counselling responsibilities**

1. To assess clients as they enter the counselling service and provide a thorough mental health risk assessment of the client.
2. To provide weekly counselling of a time-limited nature at specified venues to adults who have experienced sexual trauma. Providing a combination of remote and face-to-face therapy, depending on the needs of The Green House.
3. To assess, review and end the counselling within an agreed service framework.
4. To maintain confidential, up-to-date and accurate records of all therapy. To carefully consider the sensitive nature of this work, in particular regarding statutory investigations and court proceedings.
5. To participate in monthly external clinical supervision and monthly internal line management.
6. To participate in an annual appraisal.
7. To participate in training and development that supports this role.
8. To attend clinical line management and organisational meetings as required.
9. To ensure that all work is clearly within our Safeguarding and Data Protection guidelines as laid down in The Green House policies and procedures and local authority requirements.
10. To liaise with referrers, other professionals and agencies as appropriate.
11. To keep up-to-date and accurate monitoring and evaluation information, thus contributing to the sustainability and progressive development of the service. To contribute to the design and review of these processes as required.
12. To be available to consult and present on clinical matters where relevant.
13. To implement The Green House's Equal Opportunities Policy and Practices.
14. To abide by all of The Green House's policies and procedures.
15. To adhere to the BACP Ethical Framework as implemented by The Green House.



16. To work at The Green House premises.

17. To provide outreach counselling services as required.

### Organisational Responsibilities

1. To work collaboratively with the Adult Services Team and all members of the organisation to achieve The Green House's mission: *To help people affected by sexual abuse and rape recover from their trauma and help improve their mental health, wellbeing and resilience through the provision of specialist, professional therapy accessible to all.*
2. To model The Green House values of Respect, Collaboration, Learning, Hope and Quality.

## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Educated to a postgraduate level in psychotherapy or counselling</li> <li>• A member of BACP/UKCP or equivalent body,</li> <li>• Accredited or working towards accreditation with BACP/UKCP or equivalent body.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years' experience of working therapeutically with clients who have experienced sexual abuse</li> <li>• Experience of working therapeutically with adults in the statutory, voluntary and/or private sector</li> <li>• Experience and understanding of assessments</li> <li>• Experience of risk assessment and risk management procedures</li> <li>• Experience of and commitment to working with diversity</li> <li>• Experience of working sensitively with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the appropriate use of outcomes and evaluation</li> <li>• Experience of running groups</li> <li>• Experience of delivering training</li> <li>• Management experience and proven ability to co-ordinate and support a team effectively</li> <li>•</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to support and develop teams to ensure the highest levels of performance.</li> <li>• Ability to work therapeutically with clients presenting with complex needs</li> <li>• A sensitive, mature approach to working within a specialist service of this nature</li> <li>• Shares clear expectations about what is required</li> <li>• The ability to manage own time and to prioritise work effectively</li> <li>• An ability to manage a range of therapeutic styles and approaches</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent communication skills – written, oral and presentational</li> <li>• Evidence of commitment to Continued Professional Development</li> <li>• Good IT skills and experience of using Excel, Word and Outlook</li> <li>• Initiative, flexibility and the ability to work without direct supervision as well as part of a team</li> <li>• Demonstrated aptitude to effectively work with people with a broad range of difference including their ethnic, cultural and social backgrounds, their gender, age, religious belief, disability and sexual orientation</li> <li>• Ability to communicate with other professionals and agencies in relation to clinical and casework</li> </ul>	
<p><b>Knowledge and Understanding</b></p>	<ul style="list-style-type: none"> <li>• Extensive mental health knowledge and understanding</li> <li>• Extensive knowledge and understanding of the impact of trauma and sexual abuse</li> <li>• Knowledge of working with clients who are pre-trial.</li> <li>• Understanding of counselling/therapy using a time-limited intervention</li> <li>• Knowledge of case management databases</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues involved in working in the charity sector</li> <li>• Knowledge and understanding of referral processes</li> </ul>