



## Clinical Lead

<b>POST:</b>	<b>Clinical Lead</b>
<b>LOCATION:</b>	<b>Shipley &amp; Keighley</b>
<b>GRADE:</b>	<b>F1. Salary: £33,000 (FTE) per annum + £2,000 Clinical Supplement</b>
<b>HOURS:</b>	<b>30 – 37.5 hours per week</b>
<b>ACCOUNTABLE TO:</b>	<b>Head of Service Therapeutic Services</b>

### **Purpose of the Job:**

Day-to-day operational management and leadership of a high-quality counselling service, meeting the needs of clients.

### **Main Duties:**

- Support the Head of Service to ensure service performance targets are met by monitoring and acting on statistical reports.
- Maintain and develop appropriate systems to allocate clients to the right counsellor and ensuring the best use of counsellor time.
- Ensure that staff collate all data required for service monitoring, including client outcomes and feedback forms.
- Hold regular 1-2-1 meetings with all bank clinical staff and volunteers, providing management supervision, support and guidance in support of their role with The Cellar Trust (TCT).
- Provide advice and support to counsellors in dealing with formal requests from other agencies including the criminal justice system and social services.
- Oversee the supervision of student counsellors and engage and support them on placement and complete paperwork as required by the learning provider.
- Work with the Head of Service to ensure clinical governance is implemented effectively providing leadership and advice, in accordance with our Clinical Governance Framework.
- Review the training of counsellors and volunteers to ensure therapeutic skills are up to date and prepare an annual training plan.
- Review and report serious incidents in line with organisational procedures, ensuring lessons are learnt and recommendations implemented.
- Ensure safeguarding practice for young people and vulnerable adults are followed by all counsellors, students and volunteers.
- Undertake clinical audits as agreed with the Head of Service.

### **Other Duties:**

- Develop and maintain links with other agencies to benefit both our clients and the service.
- Represent TCT at relevant external meetings and events as required.
- Take a lead role in engaging client's participation in service development through feedback, reporting back to the Head of Service as required.

**Values and Behaviours:**

- Create and maintain a culture of respect always challenging and rooting out discrimination and stigma.
- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
- Be passionate about our work and inspire others to feel the same.
- Be committed to doing things well and look for opportunities for improvement at all times.
- Model excellent partnership and team working.

## PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

<b>Knowledge</b>	<b>Method</b>
Relevant recognised qualification at a minimum of <b>Level 4 Diploma</b> in the field of counselling, psychotherapy, psychosexual therapy or psychology. In addition, you must hold Accredited Member status with the BACP or COSRT or be a registered member of the UKCP or HPC and possess a minimum of 400 clinical client hours and at least 2 years of post-qualifying experience.	<b>Application</b>
Practical and current understanding of safeguarding and managing risk in a clinical setting.	<b>Application Assessment</b>
<b>Experience</b>	
2 years' experience of providing good quality Clinical Supervision.	<b>Application</b>
2 years' experience of working in a relevant clinical setting.	<b>Assessment</b>
Track record of delivering successfully in partnership with other organizations.	<b>Application Assessment</b>
2 Years' experience of working with vulnerable people.	<b>Application Assessment</b>
<b>Skills</b>	
Supervisory and people management skills through supervision of a team of staff.	<b>Assessment</b>
Ability to use Microsoft office packages including word and excel to a good standard.	<b>Assessment</b>
Effective written and verbal communication skills.	<b>Application Assessment</b>
Ability to collate and interpret data for relevant audiences.	<b>Assessment</b>
<b>Values</b>	
A firm belief that all people matter and deserve respect.	<b>Assessment</b>
An evidenced belief that everyone can change.	<b>Assessment</b>
A track record of delivering on your commitments.	<b>Assessment</b>
A personal commitment to equality, diversity, and inclusion.	<b>Assessment</b>