

SOUTH EAST AND CENTRAL ESSEX MIND LTD
(Registered Charity No. 1148451)
JOB DESCRIPTION

Job Title:	Youth Counselling Co-ordinator
Department:	Therapy Services- Children & Young People
Job Details:	Fixed Term contract up until- End of March 2025.
Salary:	£16,900
Responsible to:	Therapy Services Manager
Liaison with:	CYP contractors and volunteers Young people aged 11-18 (Up to 24 if SEN eligible).
Working hours:	25 hours per week – flexible- however core hours to be after 3:30pm, to accommodate school timetables.
Essential Qualifications:	Recognised Counselling qualification- Level 4 minimum.
Essential Experience:	At least 2 years' experience working with children & young people, who have experienced a mental health or wellbeing issue.
Essential Requirements:	-Enhanced DBS check. -2 references- 1 of which should be from your current/most recent employer. -BACP Membership.

Summary of role:

As well as facilitate the day to day running of the CYP services, the Youth Counselling Co-ordinator will be expected to:

- Make all initial contacts with parents/guardians, to arrange assessments.
- Carry out assessment with parents & cyp.
- Provide 121 remote counselling sessions to children and young people.
- Working safe & ethically with all clients, in line with the British Association for Counselling & Psychotherapy.
- Sign post parents/CYP to relevant services, to support their well-being.
- Maintain accurate and Caldicott compliant records, using SECE Mind's Customer Relation Management system- CRM.
- To maintain high standards of safeguarding at all times, whether working directly, or indirectly with a young person/parent.
- To undertake all relevant internal training- you may also be required to attend training courses outside of your normal working hours.
- To attend regular supervision with the Therapy Services Manager.
- To take responsibility for your own clinical supervision, in line BACP guidelines.
- Provide regular and timely reports to the Therapy Services Manager.
- To attend weekly team meetings.
- To promote all SECE Mind's services, which will occasionally involve attending external events.
- To ensure compliance with the organisation's regulations and policies.
- To work in line with SECE Mind's vision, values, and mission.

The above-mentioned duties are not exhaustive, and the post holder may be required to carry out additional tasks from time to time, to assist the organisation in carrying out its work efficiently.

Person Specification

Department: Therapy Services

Attributes	Essential	Desirable
Qualifications and Experience		
At least 2 years' experience working with young people, experiencing mental health difficulties.	✓	
Minimum Level 4 Counselling Diploma/qualification- All modalities considered.	✓	
Skills and Knowledge		
Experience and ability to demonstrate skills and knowledge, in line with a person-centred approach to supporting cyp.	✓	
Ability to work independently, without the need for 'micromanagement'.	✓	
Knowledge and experience of safeguarding children.	✓	
Experience of using guided visualisation		✓
IT Skills Knowledge and experience of Microsoft Office. Knowledge and experience of either 'Zoom' or 'Teams', for remote counselling sessions.	✓	
Professional & Personal		
Understanding of, and the ability to implement Equality and Diversity practice.	✓	
Professional approach to work.	✓	
Commitment to giving young people a voice.	✓	
Flexible and creative approach to work.	✓	
Commitment to quality, and best practice.	✓	
Awareness & understanding of boundaries.	✓	
Good communication skills- written and verbal.		
Other Requirements		
Have access to a secure and reliable internet connection.	✓	
Satisfactory DBS. Two Satisfactory references.	✓	