

Job Description

Job Title:	Deputy Clinical Lead
Reports to:	Clinical Lead
Type of Contract:	Permanent (with a 6-month initial probationary period)
Hours:	18-22.5 hours per week (Wednesday – Friday)
Salary:	£40,057-£42,121 Pro-rata (Equivalent to NHS Band 7, dependent on experience)
Employer:	Winchester Youth Counselling
Base:	WYC offices at 68 St George's Street, Winchester, SO23 8AH
Date of JD:	23 rd May 2022

Job Summary:

Support the Clinical Lead in managing the day to day running of the service and carry out initial assessments with young people in the district of Winchester aged 11-25.

Roles & Responsibilities:

- To carry out initial consultations (assessments) each week for young people.
- To provide line management support to counsellors and volunteers.
- To provide support and line management to the Counselling Team based at Winchester College.
- To assist the Clinical Lead in the management of the waiting list and hold Clinical responsibility when the Clinical Lead is absent.
- To deal appropriately with safeguarding issues, to make Clinical Lead aware of any issues relating to safeguarding and to act in accordance with WYC policy and procedures relating to Safeguarding at all times.
- To review new referrals.
- To supervise and monitor the allocation of new referrals to staff in line with their current caseload numbers and complexity and skills/experience.
- To attend clinical supervision on a regular basis.
- To write and keep initial consultations notes.
- To attend team meeting on a regular basis.
- To liaise with the administrator in booking in clients.
- To keep relevant project statistics and complete monitoring and evaluation forms.
- To assist the Clinical Lead in the recruitment of counsellors and volunteers.
- To act within the policies and guidelines of the British Association of Counselling and Psychotherapy and Winchester Youth Counselling.
- To carry out such duties and responsibilities as required from time to time.
- To contribute to the development of policies, procedures and practices, under the direction of the Clinical Lead, to improve service provision.

- To manage a small caseload of the more complex clients and assist the Clinical Lead with complex decisions relating to the mental health of a client, including decisions on Safeguarding.

Key Working Relationships:

The post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders across Winchester. Key relationships will include:

- WYC Staff, Trustees and Volunteers
- Local businesses
- Winchester City Council
- Members of the public

Person Specification

Factors	Description	Essential	Desirable
Knowledge, Training, and Experience	Educated to BACP or equivalent recognised psychodynamic counselling diploma, Qualification in Clinical Supervision.	✓	
	Have relevant clinical experience of minimum 3 years of working with young people in various counselling settings.	✓	
	Be BACP accredited (or equivalent) or working towards accreditation.	✓	
	Working knowledge of Microsoft Office including Outlook, Word & Excel.	✓	
	Excellent organisational skills.	✓	
	Understanding of Confidentiality and Data Protection Act.	✓	
	Knowledge and understanding of the issues involved in Safeguarding and attended necessary Safeguarding training.	✓	
	Understanding of working for a charity or third sector organisation.	✓	
	Experienced in short term counselling as well as longer term counselling.		✓
	Knowledge of recruitment procedures for paid counsellors and volunteers.		✓
	Management experience.		✓
Communication Skills	Clear communicator with excellent writing, presentation, and telephone skills.	✓	
	To have an ability to access and liaise with other professionals and their agencies.	✓	

Autonomy	Ability to work without supervision. Able to work on own initiative, organising and prioritising own workload to changing and often tight deadlines.	✓	
	Have at least 2 years' experience of own personal therapy.	✓	
	Be able to work on own initiative.	✓	
	Be able to work as part of a team.	✓	
	Be an excellent organiser and demonstrate excellent communication skills	✓	
	Be able to work under pressure.	✓	
Equality and Diversity	Understand equal opportunities and how this is relevant in a counselling setting.	✓	
Other	To be able to manage and support counsellors both paid and unpaid.	✓	
	Professional, amiable, and friendly demeanour.	✓	
	Commitment to continuing professional development.	✓	
	Having sufficient knowledge and experience of working to a psychodynamic model.	✓	
	Be able to carry out assessments.	✓	
	Have a working knowledge of the philosophies and ethics in counselling.	✓	
	Ability to motivate oneself and others.		✓
	Registered with the DBS Update service		✓