

## **PAUL SARTORI FOUNDATION (PSF)**

### **JOB DESCRIPTION**

Title of Role : Bereavement/End of Life Counsellor and Support Worker

Responsible to: Counselling Service Lead

#### **Summary of Post:**

To provide one-to-one counselling for clients whose issues relate to bereavement and/or end of life within the PSF Counselling and Support Service.

#### **Key Result Areas**

Provision of one-to-one counselling/emotional support to adult clients, at the Paul Sartori office premises, Haverfordwest and out in the community.

Attendance at regular one to one clinical supervision sessions (with a trained Counselling Supervisor approved by PSF) in accordance with B.A.C.P. Guidelines, the cost of which is borne by PSF.

Attendance at Counselling and Support Team meetings (usually on a monthly basis) and PSF training sessions and meetings as appropriate.

Occasional attendance at external events as a representative of the Counselling and Support Service.

Advice to PSF staff and volunteers on issues related to bereavement, loss and remembrance.

#### **Organisational Relationships**

Clinical and administrative staff within the Foundation, Foundation volunteers, counsellors, trainee counsellors, clients.

#### **Main Duties and Responsibilities**

Receive referrals of new clients from the Lead Counsellor.

Undertake assessment of the needs of new clients and, where appropriate, organise onward referral to other services in consultation with the Lead Counsellor.

Agree contract of counselling support with clients, reviewing as appropriate.

Provide counselling to clients.

Comply with the British Association for Counselling and Psychotherapy Ethical Framework for the Counselling Professions.

Maintain up to date Professional Indemnity Insurance at an appropriate level of cover, the cost of which is borne by the counsellor.

Submit evidence of Professional Indemnity Insurance as and when requested by the organisation.

Submit accurate expenses claims in a timely manner in accordance with **PSF Expenses Guidelines**

Consider occasional work with clients under the age of 18 on a case by case basis.

Contact the CSM/Lead Counsellor/Counselling Supervisor (as appropriate) for support and guidance if difficulties in counselling practice arise.

Advise the Lead Counsellor promptly of any cessation or change in professional organisational membership(s).

Abide by **all PSF policies and protocols**.

#### Communication

Advise the CSM on developments in best practice in counselling.

Communicate with other professionals as appropriate and consistent with confidentiality concerns and the BACP Ethical Framework for the Counselling Professions.

Provide counselling perspective for issues raised by Foundation staff or volunteers.

Carry out relevant administration and maintain appropriate records for own client case work.

Keep room-booking diary and other relevant shared office records up to date.

Notify the Foundation and clients, as far as possible in advance, of any known unavailability.

Work as part of a team with other PSF staff and volunteers.

#### Personal and people development

Undertake an ongoing programme of Continued Professional Development to maintain B.A.C.P. Registration, (or alternative equivalent counselling organisation's requirements), the costs of which are borne by the counsellor with a contribution from PSF.

Take responsibility for ongoing self-monitoring of competence to practise.

## Health, Safety and Security

Comply with the requirements of the Foundation. **Personal safety guidelines and lone working policy.**

Take responsibility for own personal safety.

Ensure security and confidentiality of notes and records relating to clients at all times.

Leave counselling rooms in a tidy and secure state after use.

## Service Improvement

Be proactive in identifying initiatives which will improve the service.

Submit statistical information/reports on work undertaken, as and when required by the CSM.

## Person Specification:

<u>Essential:</u>	<u>Desirable</u>	<u>Measurable</u>
Qualification to Diploma in Counselling level	Degree in Counselling	Certificate(s)
B.A.C.P.	B.A.C.P.	B.A.C.P Online
Registered Member	Accredited Member	Register
Bereavement counselling experience	Experience of counselling people at the end of life	Interview Application Form References

Basic IT skills	Ability to speak Welsh	Interview
Well developed interpersonal skills	Driving Licence	Application Form References
Advanced written and oral communication skills		
Approachable		Interview
Enthusiastic		Application Form
Professional Tactful Calm under reasonable pressure Confident and assertive		References

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