



Job Title	Clinical Manager
Hours per week	24 over 4 days some evening hours required
Location	Hastings
Salary (annual increments within bracket, upon successful annual appraisal)	NJC point 32 -35 - £40,221 (pro rata)
Responsible to	CEO

Counselling Plus is a charity (established in 1992) offering professional counselling to people aged 16+, in Hastings & Rother. Our main aim is to provide a service for those on low incomes or benefits, but we also offer funded sessions for those affected by suicide, sexual abuse and trauma etc. The counselling is delivered by both contracted and volunteer counsellors. There is an ever-growing demand for the service alongside increasing levels of case-complexity.

Main Duties

To work alongside the CEO to continue the development and progression of the service.
To manage and supervise the Clinical Leads.
To conduct clinical assessments of clients referred to the service.
To cover supervision groups in the absence of the Clinical Leads (annual leave etc).
To arrange and conduct interviews for counsellors.
Provide full inductions for new counsellors.
To support the CEO with counsellor recruitment.
Establish positive and proactive relationships with all counsellors, admin and management.
Provide training to meet the needs of counsellors and service.
Nurture skills and talent to enable counsellors to grow and develop appropriately.
Monitor allocation of client cases to a number of projects within the service.
To carry out appraisals for volunteer counsellors.
Engage in regular communication with the CEO to ensure best delivery of service.
Attend team meetings to ensure understanding of holistic needs of service.
To be aware of the funding requirements/restrictions of the service and work alongside the CEO to ensure full understanding of any changes within the service.

Attend CPD workshops to ensure understanding of changes within the sector and demonstrate the assimilation of this learning into practice, policies and procedures.
Ensure full understanding and implementation of safeguarding policies and procedures in respect of safeguarding and service provision.
Ensure all safeguarding issues are managed following CPC policy, including accurate documentation.
Provide honest and constructive feedback and put in place strategies to address staff improvements where necessary and make CEO aware of plans.
Reflect with Clinical Leads on how to work with all aspects of difference in the therapy room – culturally, sexually, religious beliefs etc.

Person Specification

	Essential	Preferred
Has managerial experience and can exhibit the ability to manage and supervise both staff and volunteers.	X	
Has extensive experience as a practising therapist and understands the potential needs of clients living in an area of deprivation.	X	
Has a good understanding of the voluntary sector and the issues/benefits of this sector.	X	
Able to demonstrate a professional attitude towards external meetings and networking events.	X	
Has experience of clinical supervision.	X	
Holds a clinical supervision qualification.		X
Is willing to undertake the training if required by the Service.	X	
Is able to demonstrate an ability and commitment to develop a thriving service.	X	
Exhibits a positive, problem-solving 'can-do' attitude.	X	
Shows an ability and willingness to work flexible hours including some evening hours.	X	
Has extensive experience as a therapist, relating to suicidal clients and those affected by domestic, sexual and childhood abuse.	X	
Has an understanding of Pre-Trial Therapy procedures.		X
Has experience in working with safeguarding disclosures and referrals and demonstrates an ability to recognise, manage and document all safeguarding concerns.	X	
Has an understanding of issues faced by clients working with multi-agencies.		X
Has a sound understanding of equal opportunities and working with diversity of both staff and clients.	X	
Has a commitment to attend CPD and is able to demonstrate how this learning has been assimilated into their practice.	X	
Must be flexible to meet the needs of the service.	X	
Projects a positive image of CPC in order to achieve high outcomes.	X	

Counselling Plus Community strives to be an Equal Opportunities employer (within the limitations of the building) and we recruit on ability without regard to race, age, religion, physical or mental history etc

This post requires an Enhanced DBS check (Disclosure and Barring Service - previously CRB).

This job description is subject to amendment without changing the level of responsibility.