

Organisation:	The Parenting Project
Job title:	Mental Health Coordinator
Contract:	1 year Fixed term contract
Base:	Various
Salary:	£27,500 per annum pro-rata
Hours of work:	19.5 or 26 hours per week
Responsible to:	Mental Health Lead

Our Service

Our counselling service offers a safe and highly ethical confidential service to parents/ carers of children. We offer up to 18 weekly sessions using either person centred / integrative or psychodynamic therapy. We hold the sentiment that 'it is not what is wrong with you, but what has happened to you'. Being 'trauma informed' in our relationships with clients can facilitate better outcomes and help avoid the stigma which often comes when experiencing mental health distress.

Job Purpose

- Working with the Mental Health Lead (MHL) to ensure that the counselling service offered to clients meets with the highest professional standards and that counselling procedure and practice is in line with the BACP recommendations and regulations.

Key Relationships

- **Parents, Carers, MHL, Counselling Volunteers, Student Counsellors, Children's Centre Group Team, Universities & other Statutory and Voluntary Sector Agencies.**

Key Responsibilities

- Work with the MHL to provide counselling advice and support for all counsellors (students and volunteers) working for the Parenting Project.
- Carry out the application and screening process of parents referred to the PP counselling service as required and then passing them to the MHL for review before clients are worked with by students.
- Support the MHL to promote the PP counselling service by attending graduate recruitment events at local Universities.
- Work with the MHL to source and recruit new Counselling students as required and in-line with The Parenting Project Policies and Procedures.
- Build relationships within the counselling and wider Children's centre team/s.
- Assist with training, both internal and external to the PP as required by the MHL.
- To maintain the counselling database.
- Assist with the production of reports for funders as directed by the MHL.
- Ensure that the standards of the Code of ethics of BACP are maintained.
- Attend & participate in staff development sessions, team meetings, individual or group supervision, clinical supervision & other meetings as required.
- Work within the guidelines laid down with the Parenting Project Safeguarding & Child Protection Policy & the Warwickshire Safeguarding Children Board.
- To have due regard to the Equality Act 2010 ensuring all individuals are treated with dignity & respect.
- Ensure that all Parenting Project policies & procedures are understood & put into practice.

- To undertake any other duties as required in line with the scope and spirit of the job purpose, the title of the post & it's grading.

Person Specification

Qualifications and Knowledge	Essential/Desirable
Educated to graduate level or equivalent	D
Minimum of Level 4 qualification in counselling	E
Qualification in Child and Adolescent Psychotherapy	D
Qualification in systemic practitioner training and/or Group Psychotherapy	D
BACP registered member working towards accreditation	E
Knowledge of BACP ethical framework	E
Knowledge of trauma informed approach	E
Experience	
Previous experience of counselling with parents in crisis and being able to work across a multidisciplinary team	E
Experience in delivering training to groups.	D
Experience of working within a mixed team of paid staff and volunteers.	D
Personal Moral Qualities	
In line with the ethical framework - care, diligence, courage, empathy, identity, humility, integrity, resilience, respect, sincerity, wisdom.	E
Values	
Believe in the quality of the therapeutic relationship as a main carrier of change.	E
Skills/Abilities	
Ability to hold professional boundaries.	E
Ability to assess risk and safeguarding for client and counsellor.	E
Project management skills	D
Excellent organisational / time-management skills	E
Self motivated with ability to work to a broad remit	E
Good communication and team working skills	E
Computer literate and knowledge of working with Microsoft Office packages and Google or similar.	E
Ability to collect and monitor counselling data, produce reports to provide information requested by the Counselling Coordinator and a variety of funders.	E
The role may require the counsellor to hold a case load.	E

Mobility essential. Able-bodied applicants must be able to drive, have a current valid driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	E
Act as a Designated Safeguarding Lead.	E
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	E

Agreed on 3/5/2018