

Richmond AID – Clinical Supervisor Role Description

Counselling Service Description

Richmond AID provide a low-cost counselling service to adults aged 18 years living in the London Borough of Richmond upon Thames and surrounding areas. We provide a vital service for people that would otherwise not be able to afford counselling. Our clients have a wide variety of needs and can have a range of physical and mental health conditions; we often deal with complex situations and presentations of issues.

Our Honorary Therapists are in placement and are recruited from local and London based training institutions. We require them to have a minimum of 100 hours experience and are usually training at Level 5 upwards.

We have a part time Counselling Manager that has overall responsibility for the service and a part-time administrator.

Richmond AID is an established charity and has a variety of advice and information and other services for disabled people www.richmondaid.org.uk .

Terms of employment – self-employed basis

Name of Role:	Clinical Supervisor
Reporting to:	Counselling Manager
Responsible for:	Therapists in supervision groups as agreed with the Counselling Manager
Qualifications:	BACP Accredited or UKCP registered (or equivalent). Level 6 Counselling / Psychotherapy qualification (or equivalent). Diploma in Clinical Supervision (or equivalent).
Hours of Work:	Variable and as agreed
Sessional Rate:	<p>Clinical Supervision: £40 - £50 per hour, depending on experience.</p> <p>Please note this fee includes some work outside of session hours, as detailed in Main Tasks and Responsibilities</p> <p>Management meetings: £20 per hour, held every 2 months or as required by the Counselling Manager</p>
Location:	This role will be based at our offices in Teddington, or where required via encrypted video conferencing (e.g. Zoom).
Role Description	

You will join our bank of supervisors to provide regular sessional supervision, on a fortnightly basis, for groups of Honorary Therapists carrying out placements at Richmond AID.

Supervision groups will be held fortnightly, with up to 4 supervisees, and up to two hours long (flexible depending on therapist / supervisor availability). You will support supervisees' clinical work and professional development and safeguard best practice within the organisation. You will work in accordance with BACP and UKCP Codes of Practice and ethical frameworks.

You are managerially and clinically accountable to the Counselling Manager and Richmond AID. You will maintain regular contact with the Counselling Manager, reporting back any clinical concerns and operational issues.

Experience & Knowledge

Essential

- Minimum Level 6 qualification in counselling/psychotherapy, accredited by a recognised counselling body such as the BACP or UKCP. Equivalent and relevant experience may be considered alongside established clinical practice.
- Qualification in Clinical Supervision (Level 6 Diploma or equivalent) with a minimum of 2 years post qualification experience.
- Established clinical practice delivering counselling / psychotherapy.
- Understanding and appreciation of a range of therapeutic modalities and proven ability of supervising groups from a range of different training backgrounds
- Clinical experience of working from a trauma informed approach with clients experiencing a range of difficulties including complex mental health issues, drug and alcohol issues and sexual violation.
- Demonstrable understanding and experience of dealing with policy areas and procedures including Data Protection, Confidentiality, and Safeguarding.
- Familiarity with mental health services and procedures.

Desirable

- Familiarity with local training institutions and their clinical requirements.

Skills & Abilities

- Calm, reliable and nurturing leadership skills.
- Relational, reflective and empathic, with a non-shaming approach.
- Good time management, task prioritisation and meets deadlines.
- Able to work independently as well as collaboratively, as part of the Richmond AID Counselling team and with supervisees.

Other requirements

This post will be subject to a satisfactory Enhanced DBS check carried out by Richmond AID. You must be eligible to work within the UK.

Main Tasks and Duties

1. To provide regular clinical group supervision to Honorary Therapists at Richmond AID, as instructed by the Counselling Manager.
2. To work within the BACP and UKCP Ethical Frameworks, including maintaining personal external supervision, insurance, accreditation or registration, and work within all counselling policies and procedures.
3. To take clinical responsibility for their supervisees, addressing clinical concerns and informing the Counselling Manager of these where appropriate.
4. To raise any concerns with a supervisee's limits of proficiency, competence or ethical practice, well-being and issues re attending supervision, to the Counselling Manager without delay.
5. To support Honorary Therapists in their work and professional development.
6. To consult the Counselling Manager in the first instance before any changes are made to the client contract including but not limited to: referral on to other agencies, early termination or extension of the client sessions.
7. To have read, understood and comply with key policies and procedures of Richmond AID, as listed in the Counselling Policy.
8. Be familiar with the contractual obligations of therapists at the organisation and remain up to date with any changes.
9. To attend Managers Meetings with the Counselling Manager every two months for 1 hour, or as required by the Counselling Manager
10. To be accessible to supervisees for emergency contact outside of agreed session boundaries, at reasonable times, should there be a need to discuss urgent concerns. To then inform the Counselling Manager of this contact, discuss and agree action.
11. To provide written feedback prior to counsellor's probationary and annual reviews.
12. To invoice monthly for the previous month's activity and include a list of supervision sessions completed with supervisees attendance, noting any absences.
13. To give the Counselling Manager a month's notice of holidays and to inform supervisees accordingly.
14. To inform supervisees, the Counselling Officer and the Counselling Manager at the earliest opportunity if supervision needs to be cancelled due to sickness.
15. To value diversity and to actively promote and embed equal opportunities/anti discriminatory practice and the Social Model of Disability within the service.
16. To develop and maintain good communication and effective relationships with relevant internal colleagues.
17. To work alongside the Counselling Manager to ensure all supervisees are keeping all clinical notes up to date in Pragmatic Tracker, and completing monitoring and evaluation as required by the funder and Richmond AID.

This specification will be subject to review periodically.

