



## **Clinical Supervisor**

### **Job Description**

**Reporting to:** Clinical Lead

**Location:** Sunderland Counselling Service  
51 John Street  
Sunderland  
SR1 1QN

**Hours:** **0.5 FTE** 18.75 hours per week (excluding breaks)

**Days:** Monday, Wednesday, and Thursday, which may include evening work

**Salary:** £37,338 pro rata (Comparable to AfC Band 6 with supervisor qualification)  
  
£46,148 pro rata (Comparable to AfC Band 7 with PCE-CfD Supervisors qualification and BACP Accreditation, or equivalent)

The post holder will be entitled to 30 days annual leave at normal salary rate or pro rata for part of a year. In addition, a pro rata entitlement to all statutory public holidays will be given at a normal salary rate.

### **General Description:**

This will be permanent position subject to a successful six-month probationary period. The post holder will deliver supervision in person, with the occasional remote supervision as required.

An enhanced disclosure from the Disclosure and Barring Service will be required for this post.

The post holder will work as clinical supervisor for Sunderland Counselling Service, a unique independent mental health charity and company limited by guarantee, which is acknowledged for its contribution to the community by mental health professionals, health practitioners and local and regional voluntary and statutory community agencies.

The post holder will act as counselling supervisor for the organisation and will provide counselling supervision for both salaried and volunteer counsellors working within Sunderland Counselling Service, across all counselling services. This currently includes but may not be limited to: Counselling within Primary Care and Talking Therapies, Sexual Violence Services, Children and Young People services including CAMHS, Occupational Health services, Hospice services and services working with life limiting or life-threatening illness.

The post holder will provide reflective practice supervision for staff in our mental health link work services. This currently includes but is not limited to: Community mental health, listening ear, maternal mental and psychiatric liaison link work services.

The post holder will help in the delivery of safe and effective counselling services for our clients by exploring with their supervisees any issues relating to appropriate clinical interventions, areas of concern and safeguarding queries. They will help support the development of the supervisees' clinical practice, ongoing professional development and offer restorative supportive where required.

The Supervisor will liaise closely with the Clinical Management Team to provide assurance to service management in SCS and partner agencies covering the provision of internal supervision for counsellors.

They will support the recruitment of volunteer counsellors for the service. Supervision of volunteer counsellors may include both qualified volunteers and counselling students on placement.

The post holder will be supported by regular Consultative Support, case management and line management provided by the service.

Services will be provided primarily in SCS premises though work in other venues may be necessary according to client needs. The post holder may be called upon to use a personal means of transport while engaged in the work of the service for which travel expenses will be available.

If providing supervision remotely from a home base, supervision will take place through the use of video sessions and therefore the post-holder will be expected to work confidentially from home.

## **Main Duties and Responsibilities:**

### **1. CLINICAL**

- 1.1. Provide effective face to face and remote counselling supervision for salaried staff working as counsellors with Sunderland Counselling Service, across all counselling services.
- 1.2. Provide effective counselling supervision for volunteer counsellors with Sunderland Counselling Service, across all counselling services.

- 1.3. Adhere to an agreed activity contract relating to the overall number of supervisees to be seen daily, weekly and monthly.
- 1.4. Provide effective group clinical supervision to counsellors.
- 1.5. Provide effective group and/or individual reflective practice supervision to link workers and other client facing staff as required.
- 1.6. Where necessary provide effective case management to counsellors or link workers.
- 1.7. Ensure the safety and consistency of all counselling and link work services provided by Sunderland Counselling Service.
- 1.8. Ensure ethical practice is observed within the organisation.
- 1.9. Liaise with training providers concerning the progress of student counsellors working on placement, including writing supervision reports and competency plans.
- 1.10. Support supervisees to adhere to session limits and models as defined by the service and to achieve service-related performance measures.
- 1.11. Support supervisees to develop realistic therapy goals with clients to manage the issues and associated problems that are affecting their mental and emotional well-being.
- 1.12. Provide assurance to service management of the safety, consistency and effectiveness of services provided and raise any issues or concerns with service management where appropriate.
- 1.13. Respond to any arising clinical matters and act as a point of contact and guide for any staff members or volunteers needing clinical support or guidance.
- 1.14. Complete accurate and appropriate records of clinical activity on IAPTus in line with service protocols and BACP supervision note keeping requirements.
- 1.15. Support the service and staff in obtaining necessary individual and service accreditation including completing supervision reports and contributing to the yearly BACP service accreditation document.
- 1.16. Operate at all times from an inclusive values base which promotes recovery and recognizes and respects diversity.
- 1.17. Participate in regular supervisor's team meetings to ensure safety and consistency of service and address any issues that arise.
- 1.18. Support counsellors, link workers and clinical management in the management of risk at referral, assessment, and counselling stages.

- 1.19. Where issues relating to the practice of specific counsellors are identified, work with management to improve performance and provide updates as agreed within an agreed confidential framework.
- 1.20. In collaboration with the Clinical Lead, support the recruitment of volunteer counsellors to assist in counselling delivery.
- 1.21. Engage in effective consultative support to develop own practice and further professional development and clinical skills.
- 1.22. Liaise and work in partnership with other agencies to ensure clients receive effective and appropriate services.
- 1.23. Make decisions on suitability of new referrals, adhering to the service's referral protocols, referring clients on to the relevant service or back to the referral agent as necessary, or step the person's treatment to another modality if required.
- 1.24. Make decisions on the suitability of referrals for volunteer counsellors in line with their growing competencies.
- 1.25. Where requested by the Clinical Leadership team, review and manage waiting lists and clinical cases on IAPTus.
- 1.26. Attend meetings with external agencies and partners relating to referrals or clients in treatment where appropriate.
- 1.27. Working within a larger team within Sunderland Counselling Service, participate in team development, training and regular supervision sessions.
- 1.28. Support paid and volunteer staff in obtaining necessary qualifications.

## **2. PROFESSIONAL**

- 2.1. Ensure the maintenance of standards of practice set by Sunderland Counselling Service, observing BACP ethical framework and other guidance, and keeping up to date on new recommendations / guidelines set by the Department of Health (e.g. Talking Therapies, NICE Clinical guidelines).
- 2.2. Observe Sunderland Counselling Service written procedures and policies at all times, as well as those of the partner agencies that we work with in the delivery of counselling services.
- 2.3. Observe and work according to SCS policies and procedures relating to HR including but not limited to the SCS Staff Handbook, Code of Conduct and Restrictive Covenant.
- 2.4. Ensure that counselling staff and volunteers also adhere to SCS and partner agencies policies and procedures, including but not limited to clinical policies, confidentiality and data security and protection.

- 2.5. Be accountable for personal conduct and professional standards of practice in relation to all relevant legislation and statutory obligations, including the Children Act, Family Law Act, Health and Safety at Work, Equal Opportunities, local Safeguarding procedures.
- 2.6. Ensure that client confidentiality is protected at all times in line with SCS policies.
- 2.7. Be aware of and keep up to date with advances in the spheres of treatment for common mental health problems.
- 2.8. Participate in individual performance review and respond to agreed objectives.
- 2.9. Work with the Clinical Leads and Deputy Clinical Leads of Sunderland Counselling Service to provide service management with assurance of the effectiveness of all supervision provided internally by Sunderland Counselling Service.
- 2.10. Be accountable for the practice and behaviour of clinical staff and volunteers working within the service.

### 3. GENERAL

- 3.1. To contribute to the development of best practice within Sunderland Counselling Service and services we work in partnership with.
- 3.2. Monitor and evaluate service provision, providing statistics and other information to service management as required.
- 3.3. Work both effectively and creatively which may include some evening work as service needs require.
- 3.4. All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- 3.5. All employees have a responsibility and a legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with the Data Protection Act, the General Data Protection Regulations and Information Security and Confidentiality Policies.
- 3.6. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage for further private business or other interests in the course of their official duties.
- 3.7. Professionally represent Sunderland Counselling Service in all dealings with external agencies.
- 3.8. Undertake any other duties as required within the spirit of the post; this Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service needs.
- 3.9. Contribute to the further development and sustainability of Sunderland Counselling Service.



## **Sunderland Counselling Service**

### **Clinical Supervisor**

#### **Personal Specification**

#### **Knowledge, qualification & experience**

##### **Essential:**

- Qualified to Degree, MSc, MA, or Diploma level in Counselling.
- Recognised and relevant qualification in counselling supervision.
- Significant and demonstrable counselling experience post qualification.
- Significant experience of providing effective counselling supervision face to face and online.
- Competence in and possession of a recognised theoretical model of counselling.
- Competence in and possession of a recognised theoretical model of supervision.
- Hold individual accreditation as a counsellor with the British Association for Counselling & Psychotherapy, or equivalent.
- Sound knowledge of the mental health system and service provision as well as associated issues facing the service's client groups, including relevant legislative frameworks in relation to mental health and child protection.
- Willingness to contribute to and assist in the development of strategies that will make the service provision accessible to all clients through centre based and outreach work.
- The ability to engage and work with supervisees individually and in groups.
- The ability to create, sustain and disengage from productive therapeutic relationships.
- Experience of carrying out assessments of client support needs.
- Ability to evaluate effectiveness of interventions at an individual, project and service level.
- Ability to produce written and verbal reports.
- A clear understanding of and willingness to acknowledge and adhere to, the service philosophy.
- Commitment to and experience of working with multi-agency partnerships and observing their clinical and operational policies.

##### **Desirable:**

- Experience of providing counselling supervision to counsellors working with survivors of rape and sexual violence.
- Experience of providing counselling supervision to student counsellors working on placement.
- Qualified and experienced in providing counselling to Children and Young People
- Experience of providing supervision to counsellors working with Children and Young People
- Hold Senior Accreditation with BACP or equivalent

- Qualification in Person-Centred Experiential Counselling for Depression or willing to work towards this qualification.
- Qualification in Person-Centred Experiential Counselling for Depression Supervision or willing to work towards this qualification.
- Experience of providing consultative support to other counselling supervisors.
- Experience of providing consultation / reflection practice / supervision to non-counselling teams.
- Experience of working at a management level.
- Experience of delivering effective case management.
- General education to A Level Standard or equivalent.
- Sound knowledge of broader mental health issues.
- Commitment to and experience of working with multi-agency partnerships.
- Excellent information technology skills.
- Full clean driving license and use of car.

### **Other skills and behaviours**

#### **Essential:**

Ethical Behaviour	Working in accordance with the service standards of practice and BACP Ethical Framework, identifying and raising ethical concerns relevant to the organisation.
Ability to work alone and as part of a team	Working in an unsupervised area and sharing information where appropriate, with the relevant personnel.
Good communication skills	Listening actively, asking questions, clarifying points and rephrasing others' statements to ensure mutual understanding.
Commitment to good practice	Ability to challenge poor practice and identify and work to best practice standards.
Proactive in information gathering	Making best use of existing resources of information. Seeking information from multiple sources.
Ability to manage self	Handling other's emotions without becoming personally involved in them. Taking responsibility for identifying and meeting own learning and development needs.