

Clinical Supervisor

TERMS

- Salary depending on experience
- Hours of work: part-time, minimum of 8.3 hours per month (with 4 hours structured supervision of trainees as part of the 8.3 hours). Additional hours available for those who are able to work with more than one supervision group
- Based in Centre/s delivering in-person and remote supervision
- Available for daytime and/or evening supervision depending on group allocated
- Available to attend 1.5 hours intake meetings per month time and day to be agreed
- Available to attend 1 hour supervisors meetings per month time and day to be agreed (currently set for 1st Friday of each month)
- Available to attend monthly meeting with Centre Clinical Manager time and day to be agreed (currently set for 1st Friday of each month)
- Willingness to conduct clinical assessments (paid at assessment rate of £50-£75 per assessment) - useful but not essential
- Willingness to work outside prescribed hours to manage risk escalations
- Access to TCF CPD events
- Membership of employee assistance programme
- Pro-rated 25 days per holiday per year plus bank holidays as agreed with Centre Clinical Manager
- Start date proposed: Immediately
- Probation period: 3 months

JOB DESCRIPTION

The Clinical Supervisor works as part of The Counselling Foundation's (TCF) supervision team to provide a high and consistent standard of supervision to all qualified and trainee counsellors across the Foundation.

To provide clinical supervision for both remote and in-person client work carried out across the Foundation's counseling centres.

To provide clinical supervision to groups of 4 supervisees with a caseload of 3-4 clients.

To ensure the client work is undertaken in line with TCF policies and procedures and that supervisees adhere to organizational requirements of the counselling services

They will be required to work with TCF trainees and qualified counsellors working for the charitable counselling service as well as other TCF contracts.

They will be committed to making a difference by sharing and contributing to TCF's charitable mission of providing accessible and affordable counselling to local communities. They will also have an interest in contributing to the development of supervisees training to be psychodynamic practitioners.

They will enjoy working as part of a team and contributing ideas to the development of the Foundation's counselling services.

They will work with people with different cultural backgrounds and ages and should be committed to equal opportunities and wherever possible contribute to development of this aim

1. ACCOUNTABILITY

The Clinical Supervisor reports to the Centre Clinical Manager.

They will work closely with the Clinical Service Manager and Clinical Director.

2. RESPONSIBILITIES

- To support TCF's objectives of supervision by creating a learning environment combining a balance of support, reflection, challenge and education for all supervisees to develop their clinical skills and competence.
- To lead and facilitate group supervision consisting of a maximum of 4 supervisees per group with a caseload of up to 16 clients
- To lead and facilitate group supervision for 2 hours every fortnight for trainee supervisees and/or 2 hours every month for qualified/associate counsellors throughout the year.
- To work within psychodynamic principles when supervising TCF trainees in particular developing their ability to apply psychodynamic theory to clinical practice
- To support Clinical Manager/s by attending and actively participating in intake assessment supervision
- Willingness to conduct clinical assessments for clients new to the Service
- To work with the Clinical Manager/s to support and expedite client allocation and all service delivery targets
- To work with Clinical Managers to manage issues around late or non-payment of fees
- To ensure supervisees manage their clients in accordance with organisational policies e.g. collection of fees, keeping client records etc

- To ensure supervisees carry out clinical work competently in line with TCF guidelines and policies holding the best interest of the client in mind at all times
- To work with the Clinical Managers to manage clinical escalations and risk reporting
- To facilitate case review meetings as needed to provide updates and action plans of at-risk cases together with counsellor and Clinical Manager
- To attend Clinical Committee Meetings to present an at-risk case if needed
- To ensure all supervisees adhere to risk management procedures and policies
- To ensure all cases are presented for supervision on a regular basis
- To ensure supervisees are aware of and up to date with TCF clinical policy and processes
- To alert the Clinical Director and/or Clinical Services Manager of any issues or concerns about counsellors in relation to competency or possible complaints
- To complete mid-year and end-of-year reports for all supervisees and participate in the assessment process for trainees
- To be familiar with all training handbooks, curriculum and course content
- To meet with the supervisees' Programme Tutor as required
- To attend monthly Supervisors Meetings
- To provide supervision cover as needed
- To engage in Continuing Professional Development
- To adhere to BACP's Ethical Framework
- To participate in twice yearly development reviews in line with the organisational development framework

A. PERSON SPECIFICATION

- BACP/UKCP accredited counsellor/psychotherapist
- 3-4 years post-qualifying experience as a counsellor/psychotherapist
- Advanced Diploma (or equivalent) qualification in psychodynamic counseling or a course with a substantial psychodynamic component
- Diploma-level or equivalent qualification in clinical supervision
- Minimum of 1 year supervision experience (desirable)
- University degree or Higher Education Diploma in relevant subject desirable but not essential
- Evidence of competence as a supervisor working from a psychodynamic orientation with groups and individuals
- Evidence of competence as a clinician including conducting clinical assessments and working with clients with more complex presentations
- Skilled in assessing risk and of managing complex risk escalations and assessment in practice
- Experience of both time-limited and longer-term psychotherapeutic work
- Experience of delivering in-person and remote therapy and supervision
- Knowledge and understanding of other modalities i.e person-centered, CBT

- Up to date knowledge of developments in the psychotherapy field and of relevant national policy, solid understanding and strong working knowledge of the psychodynamic model
- Understanding of safeguarding issues, particularly issues relating to adult safeguarding
- Willingness to provide cover and work out-of-hours to manage clinical risk
- Ability to maintain confidentiality
- Excellent record keeping in regards to points discussed with the supervisees and administrative skills that are required for management of the group within the organisation
- Good Microsoft office skills and general technology skills, or the willingness and ability to learn within a short period of time. Comfortable to learn and work within a digital environment

B. COMMUNICATIONS SKILLS & EXPERIENCE

- Excellent people skills including an ability to motivate, manage, mentor and support counsellors and trainees and to challenge performance when appropriate
- Excellent at building and sustaining respectful, emphatic, non-judgemental and productive working relationships across all supervision and other groups
- Ability to work as an effective and supportive team player within a management team
- Ability to demonstrate excellent written and verbal communication skills, including the ability to adjust communication style to different audiences
- Ability to adapt working style to people and groups from diverse backgrounds and cultures

C. ORGANISATIONAL AND LEADERSHIP ABILITY

- The appointee should be able to command the personal and professional respect of staff.
- S/he should have an understanding of the dynamics of organisations and of small and large groups.
- S/he should be able to relate sensitively to others, share in and facilitate the working of groups.
- Excellent capacity to contain anxiety, manage staff and delegate appropriately essential.
- Sensitivity to understanding the issues of working within an organisation including financial, commercial and other issues that need to be considered when delivering a training course in a competitive environment

D. CAPACITY FOR REFLECTION AND EVALUATION

- Ability to use clinical supervision and personal development positively and effectively.
- The appointee will be expected to contribute creatively to reflection on the nature and development of clinical work in a changing society.
- Openness to learning from feedback and understanding the dynamics of an organisation where supervisees are both in training and providing the therapeutic services of the organisation

E. PERSONAL ATTRIBUTES

- Possess a calm, consistent manner and proven ability to contain emotional distress within a clinical environment
- A team worker who is adaptable and versatile with a positive and confident attitude
- Ability to demonstrate a respect for punctuality and responsiveness to deadlines
- Ability to be comfortable working with change and within change management processes
- Ability to remain solution-orientated
- Ability to work well in a fast paced, challenging environment