

**Job Description**

**Case Worker – IAPT Step 2 counsellor**

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| Responsible to | Clinical Locality Manager |
| Salary | Fixed point- NHS band 5 point 4. (£27,780 per annum) |
| Hours per week | 37.5 |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) |
| Main base | Oakland House, Talbot Road, Stretford, M16 0PQ |
| Contract | Permanent |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| To manage a case load of clients  High volume low intensity interventions  To deliver a range of evidence based one-to-one or group interventions.  To support events within the community.  To promote the service, and where necessary to generate referrals. |

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| Main duties of the post |
| 1. To complete both initial assessment appointments with client as well as manage a caseload of clients |
| 1. To manage a diverse caseload of clients |
| 1. To work with groups of clients to help them achieve their goals |
| 1. To regularly collate and analyse performance data |
| 1. To develop and demonstrate effective relationships with a range of external organisations and agencies |
| 1. To promote the service to communities and agencies as appropriate |
| 1. To keep accurate and up to date records of client data |
| 1. To ensure quality standards are adhered to and met and that audits are passed |
| 1. To ensure all statutory responsibilities are followed and reported as required |

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| General work-related expectations |
| 1. To work within the Big Life group’s values, ethos and vision |
| 1. To contribute to the development of the Big Life Group |
| 1. To work in accordance with all policies and procedures of the Big Life Group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training and development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |



**Person Specification**

**Case Worker – IAPT Step 2 counsellor**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | | Method of assessment | |
| **1.Experience** | |  | |
| 1. Experience of delivering counselling to a range of clients with common mental health problems, preferably within an IAPT programme | | A/I/ | |
| 1. Experience of working within a diverse community, with people for whom, for example, English is not their first language. | | A/I | |
| 1. Experience of working with people facing a range of barriers and social issues | | A/I | |
| 1. Experience of managing a caseload of clients and keeping up to date records using a database | | A/I | |
| 1. Experience of working with individuals (1-2-1) and groups of people in different settings to help them achieve their goals | | A/I | |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships | | A/I | |
| 1. Experience of carrying out client-centred assessments in one or more of the following fields: mental health, family support, physical health, smoking cessation, diet and exercise, employment, social inclusion or debt management | | A/I | |
| 1. Experience of delivering counselling to a range of clients with common mental health problems, preferably within an IAPT programme | | A/I | |
| **2.Skills** | |  | |
| 1. Ability to use a database/ability to learn how to use a database | | A/I/ | |
| 1. Ability to assist clients to help them define and achieve their goals and aspirations | | A/I | |
| 1. Ability to manage a varied and complex workload effectively | | A/I | |
| 1. Ability, for example, to work well across a range of different subject areas such as housing, mental health, education and debt management | | A/I | |
| 1. Ability to work with staff from a range of agencies and organisations to better integrate services for clients | | A/I | |
| **3.Knowledge** | |  | |
| 1. Knowledge of the barriers and issues facing our client group | | A/I | |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics) | | A/I | |
| **4. Education – qualifications required for this post** | |  | |
| 1. Counselling Qualification | | A/I | |
| **5. Personal** | |  | |
| 1. Positive and outlook and a ‘can do’ attitude | | A/I | |
| 1. Personal resilience and flexible attitude in the face of difficulties | | A/I | |
| 1. Commitment to working towards the Big Life group’s ethos and values, including having a non-judgemental approach | | A/I | |
| 1. Commitment to personal development and willingness to regularly update skills and experience | | A/I | |