

Job Description

Job title	Therapeutic Assistant
Salary & Hours	12 hours per week, worked over 2/3 days, to include Thursday evening until 8:45pm. Scale 6 FTE £23,865, pro rata £7,637 for 12 hours.
Contract	6 months
Responsible to	Therapeutic Lead
Location	Starbeck, Harrogate, North Yorkshire
Benefits	25 days holiday plus bank holidays (pro rata) rising 1 day per year after 3 years of service to a maximum of 30 days.

Vision

Wellspring aims to restore hope, develop resilience and facilitate positive change.

Objectives

- Provide affordable, psychological support to adults and young people in distress.
- Promote good mental health through education and training
- Be recognised as a centre of excellence within our field

Purpose of the role

The post holder will work under the supervision of the Therapeutic Lead to assist in the day to day running of Wellspring counselling service. They will take responsibility as a Deputy Safeguarding Officer.

They will have excellent administration skills, capable of using Microsoft Office programs without assistance from others and be a qualified, experienced counsellor.

The post holder must be sympathetic to the Christian ethos and vision of Wellspring.

Key Tasks

Administration and Coordination of Counselling Service

- In collaboration with the Therapeutic Lead be responsible for the coordination and administration of the counselling service. This includes maintaining spreadsheets and paperwork in a highly organised manner.
- Ensure confidentiality for clients and counsellors is maintained to a high level.
- Allocate clients to appropriate counsellors and manage the waiting lists for counselling services.
- Liaise with clients to confirm bookings and answer queries to maintain the smooth running of the service.
- Talk to parents of the Youth service. Ensuring that all communication is within the boundaries of appropriate information sharing.
- With the Therapeutic Lead oversee the maintenance and development of Wellspring's 'Sessional Hours' scheme, for counsellors.

Support the Counselling Team

- To support the counselling team to ensure a safe and effective counselling service.
- Help create an open and inclusive team environment in which individuals feel respected and valued for their contribution.
- Support and oversee student counsellors as required.

Responsibility for Quality and Safety of the Service

- Ensure all work carried out adheres to the BACP's Ethical Framework for Good Practice and ACC's Code of Ethics. Ensure the organisation and counsellors are kept updated with changes to law and procedure that affects their practice.
- In conjunction with the Therapeutic Lead ensure policies are implemented and adhered to.
- Take responsibility as a Deputy Safeguarding Officer for the counselling team and Empower Group Workers - using Wellspring's existing safeguarding policies and procedures.