



### Job Profile

<b>Job Title</b>	Counsellor/Mental Health Practitioner
<b>Reporting to</b>	Senior MHST Practitioner/Team Leader
<b>Service Area</b>	Croydon Mental Health Support Team Wave 2
<b>Location</b>	Educational settings across London Borough of Croydon
<b>Contract Type</b>	1 x 0.5 FTE 17.5 hrs pw and 1 x full-time 35 hours pw Maternity Cover
<b>Salary</b>	£29828 pa (actual and pro rata for 0.5 post)
<b>Annual Leave</b>	25 days pa pro rata
<b>Posts Commence</b>	22.02.21 and 22.03.21

**Croydon Drop In and Off The Record** are established, award-winning providers of advice, information, guidance and counselling to the community of Croydon and we are committed to improving the welfare of local children, young people and families.

### Context

This project was initiated following the Green Paper 'Transforming Children & Young People's Mental Health' and since January 2019 South West London Partnership has led the Mental Health in Schools project across the six Boroughs of Croydon, Merton, Sutton, Wandsworth, Richmond and Kingston. CDI/OTR jointly manage the Croydon Wave 2 team that has been in place since January 2020. It currently consists of two Senior Practitioners/Team Leaders, three counsellors, four full-time Education Wellbeing Practitioners, a part-time Clinical Lead/Supervisor and part-time Administrator. This is an exciting time to join the team with excellent opportunities to keep shaping the delivery of the service and make a real difference to young people's emotional wellbeing in schools.

The MHST work within a cluster of 12 primary and secondary schools with a combined total population of 8,000 pupils. The remit is to deliver early intervention around common mental health problems with a focus in this team of preventative work around the issue of serious youth violence. MHSTs work closely with schools and cluster leads using this focus and to help implement a Whole School Approach to emotional well-being/mental health across the cluster, informed by the needs outlined in the Cluster Action Plan.

In primary schools, interventions are delivered with parents/carers and children whilst in secondary schools, interventions will mainly be delivered with young people.

### Job Purpose

We are offering 1 full-time post (maternity cover) and 1 part-time post which will sit within the Croydon Wave 2 Mental Health Support Team (MHST). The whole project is jointly managed by Off The Record and Croydon Drop In. The primary focus of this post is to undertake a broad range of therapeutic tasks within primary and secondary educational settings including work to support the Whole School Approach to mental wellbeing in schools.

## **Main Duties & Responsibilities:**

### **Clinical**

- To undertake assessment of children & young people in schools who present with mild-moderate mental health difficulties and/or who are at risk of involvement in serious youth violence. This will include completion of risk assessments and risk management planning when appropriate
- To deliver evidence-based interventions for mild to moderate mental health issues offering individual, group, parent and systemic family interventions as appropriate in the setting
- To liaise and consult with school partners, colleagues in the MHST and with specialist CAMHS to ensure further intervention where necessary
- To offer follow up appointments following initial assessment; to review risk management, safety plans and progress of interventions
- To work preventatively to build resilience and coping skills in children and young people
- To provide links and safe transition support to other services as indicated.
- To evaluate and make decisions about interventions in consultation with the Clinical Lead/Supervisor and the Team Leader and to link with other statutory and voluntary sector services
- To provide advice, guidance and consultation to other professionals working in schools, other agencies and contribute to multi-agency risk management and intervention planning
- To follow assessment and intervention protocol and to maintain clinical records appropriately and in line with CDI/OTR policy
- To attend and participate fully in regular clinical supervision and line management
- To ensure high standards of verbal and written communication with all staff, Children & young people and their parents/carers that maximises young people's involvement in the delivery of meaningful care
- To comply with Safeguarding & Child Protection Procedures on the management of safeguarding concerns in accordance with the policies of the schools and CDI/OTR

### **Educational/Whole School Approach**

- To use an evidence-based approach to develop, inform and maintain a high standard of systemically-informed practice
- To be reflective, self-questioning and continuously appraise own and team's performance
- To evaluate clinical input and to review outcomes within the team
- To support the delivery of the Whole School Approach across the school cluster, and the development and delivery of the Cluster Action Plan.
- To work with colleagues within the MHST to provide training, education and support for school staff, parents/carers and other relevant agencies within the Borough, through formal teaching, consultation and provision of active clinical skills
- To provide consultation and advice to educational staff with respect to appropriate signposting of more complex cases
- To contribute to the training of and continuing professional development of Education colleagues around children and young people's mental health and wellbeing, behaviour and mood challenges

### **Clinical Governance**

- To maintain professional registration as appropriate
- To ensure that all interventions are delivered in accordance with professional boundaries and appropriate clinical practice

- To develop and maintain good relationships and clear lines of communication with other professionals, agencies and departments
- To participate in staff development programmes and CPD opportunities
- To participate in the development and auditing of service standards
- To keep up to date with current developments, national guidelines and research based practices
- To actively contribute to complex case reviews and multi-agency meetings in the planning of care for children & young people
- To report to and work closely with the MHST Team Lead in order to further develop the service.
- To be proactive in seeking the views of everyone accessing our services and stakeholders in helping to evaluate and review the work of the service

### **Administration**

- To keep up to date comprehensive case notes and prepare formal documents, referrals, summaries and reports
- To work with the MHST Administrator in the collation of data and to meet deadlines
- To maintain and record client contact statistics using CDI/OTR systems
- To ensure administrative tasks are completed within the time scales set down in the service standards
- To attend line management, team meetings, supervision sessions and reviews as agreed
- To contribute to the formulation and evaluation of policies and the development of ideas for changing policies as appropriate

### **Training and Development**

- To attend all mandatory and statutory training sessions as required by CDI/OTR
- To participate in continuing professional development, monitoring requirements and make recommendations for the most appropriate model of service delivery
- To receive professional and clinical supervision from an appropriately experienced clinician within the field of child mental health
- To receive management supervision with a nominated manager at agreed frequency and to participate in an annual Performance Appraisal

### **General**

- This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the remit of the role in discussion with the service manager
- This job profile will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder
- The post holder must take annual leave during half terms and/or school holidays
- The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities and GDPR (General Data Protection Regulation)
- The post holder is responsible for ensuring that the work that they undertake is conducted in a manner which is safe to themselves and others, and for adhering to the advice and instructions on Health and Safety matters given by Manager(s). If post holder considers that a "risk" to Health and Safety exists, it is their responsibility to report this to their manager
- The post holder is expected to comply with the appropriate Code(s) of Conduct associated with this post
- It is the responsibility of all staff to minimise CDI/OTR's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment

- when not in use, minimising water wastage and reporting faults promptly
- We operate a no smoking policy on our sites and in any educational settings where the post holder may be working

## Person Specification

### Experience, Job Related Skills, Qualifications & Knowledge:

<b>Experience</b>
Experience of carrying out assessments and delivering evidence-based counselling/mental health interventions with children and young people including working with issues of risk
Experience of carrying out assessments and working therapeutically with parents/carers/guardians
Experience of using supervision to reflect on practice, working under own initiative and as part of a team
Experience of working in an educational setting and liaising with education professionals
Experience of facilitating group work and delivering psycho-educational material
Experience of multi-agency working
Experience of working systemically with families, parents/carers and young people with some formal training in systemic work highly desirable
<b>Skills</b>
Excellent organisational skills including high level of competency with IT
A working understanding of the principles of equality & diversity and a commitment to providing an inclusive, culturally sensitive service
Ability to manage a complex and demanding caseload working competently on a time limited basis across a wide geographical area
Ability to manage a clinical caseload and to meet outcome measure and data requirements
Excellent communication skills
<b>Knowledge</b>
Comprehensive working knowledge of Child Protection & Safeguarding Vulnerable Adults and Safeguarding reporting procedures
Comprehensive understanding of current issues and challenges faced by children, young people and families
Comprehensive understanding of relevant therapeutic theories and of Trauma-Informed practice with particular reference to serious youth violence
<b>Qualifications &amp; Training</b>
Graduate or Post graduate level Counselling Diploma or equivalent Mental Health related qualification [of two years minimum duration that includes personal counselling or psychotherapy].
Registration/Accreditation/eligibility for Professional Accreditation with appropriate professional bodies
Enhanced DBS check
<b>General</b>
Genuine desire and enthusiasm to improve the lives of children, young people and families
Non-judgemental, empathic and child/YP-centred with a proven ability to engage effectively with young people and families
A commitment to the aims and purposes of CDI and OTR