

**Job Description**  
**Systemic Family Counsellor**

**Post:** Family Counsellor (16.5 sessions)

**Sessions:** The sessional (hourly) rate is £21.57  
Please note that the 8 sessions (hours) are broken down into:  
11 hours: face to face/remote counselling  
5.5 hours: to include time for; notes, supervision, clinical supervision groups, staff meetings, one-to-ones, annual away day, CPD and any other relevant duties needed

**Location:** Relate Bradford Office  
1st Floor, Bradford Trident Business Centre  
11 Edward Street  
Wakefield Road  
Bradford  
BD4 7BH

The post may involve working in a number of locations depending on client needs. You will need to be flexible on your place of work and able to use your own transport. Your work base will be at Bradford and/or working remotely via Microsoft Teams or by telephone

**Responsible to:** Chief Executive Officer

**Clinical Supervision:** Clinical Supervisor

**Annual Leave:** 20 days a year, plus Bank Holidays.

**Pension:** We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme)

**Probationary Period:** 6 months

**Main purpose of the role**

1. Assesses families and provides systemic family counselling where a child has experienced trauma/ACES working systemically with the other delivery partners to ensure joined up seamless therapy offer.
2. Manages a casework load and maintains client records.
3. May also specialise in a particular field/or a number of fields, of particular interest for this piece of work would be specialism/s around trauma within family systems and or inter-generational trauma.

## **Relate Bradford & Leeds**

Relate Bradford & Leeds is a registered charity and has a Board of Trustees (The Board) which is legally accountable for the activities of the organisation.

### **Why we do what we do**

Because the relationships we have with ourselves and others matter and good relationships help us all to live more fulfilled, healthier and happier lives.

### **What we do**

As a caring organisation, we give people the time, space and support to explore relationships and help you see how people might be able to work through and overcome relationship challenges in order to move forward positively.

- We put people at the heart of all that we do, by providing a confidential, ethical and professional counselling service of the highest quality, exploring options, individually tailored to people's current situation
- We enable people to be more aware of feelings, to explore options and to improve coping skills
- We work in partnership with others

### **Our values, principles and behaviours**

- We place kindness at our core and always strive to be respectful, supportive, professional, dependable and empowering
- As a passionate, curious and creative organisation looking to the future, we endeavour to develop innovative and dynamic interventions, continually championing the importance of healthy relationships and the role they play in ensuring good mental health
- With our partner organisations, we will be helpful, responsible, collaborative and dynamic

The Board is responsible for governance (steering and accounting for the organisation) whilst day to day management functions (getting things done) are delegated through the Chief Executive to employees within the organisation.

### **The CALM Service**

Family Action, Step 2 and Relate Bradford & Leeds are set to test a new trauma informed partnership, to reach primary-aged children with Adverse Childhood Experiences (ACEs) across Bradford. We will target primary school children aged 4 to 11 across Bradford who have experienced one or more ACEs and are struggling with trauma symptoms and/or impaired family functioning as a result.

Together, the CALM service will deliver a package of therapy to these children and their families.

The CALM service aims to:

- build on strengths and increase resilience
- improve children’s mental health
- reduce the impact of ACEs
- support transition to secondary school, improving future attendance, attainment, confidence and wellbeing
- empower school staff to support vulnerable young people through improved understanding and awareness of ACEs and their impact on children
- reduce health inequalities and prevent/reduce the risk of long-term health effects.

**COUNSELLOR / THERAPIST**

**PERSONAL SPECIFICATION**

Factor	Essential/Desirable
Training and qualifications	<p>Minimum level 5 qualification in Counselling with an Association For Family Therapy (AFT) accredited systemic training or a qualified Family Therapist.</p> <p>A registered and accredited member of a professional body such as BACP (British Association for Counselling and Psychotherapy) or AFT, or working towards accreditation.</p> <p>A commitment to undertaking annual Safeguarding/Child Protection training.</p>
Communication and relationship Skills	<p>Ability to build and maintain therapeutic alliances with clients of all ages (Young People from age 5+ or Family Counsellor 10+).</p> <p>Provide and receive highly complex or sensitive information.</p> <p>Communicates relevant information on risk and therapeutic options to other health professionals where appropriate; elicits highly sensitive information, occasionally through interpreters or with advocates present. Ability to facilitate sometimes-challenging conversations with a therapeutic focus.</p>
Knowledge and experience	<p>Specialist knowledge across range of interventions underpinned by theory.</p> <p>Knowledge of range of counselling procedures and techniques.</p> <p>Some specialist knowledge in relation to child and family trauma</p> <p>Some specialist knowledge in relation to the application of systemic theory in family counselling</p>
	Complex facts or situations requiring comparison of a range of options.

<p>Analytical and judgemental skills</p>	<p>Initial assessment of clients presenting with multiple and complex issues; selection of appropriate therapeutic input, decisions regarding referrals to specialist services.</p>
<p>Planning and organisational skills</p>	<p>Agree a counselling contract to ascertain the focus of therapy, including the number of sessions and confidentiality.</p> <p>Manage ongoing caseload of clients, including completion of all case associated material and case notes.</p> <p>Clear and concise information and liaison between counsellor and client and counsellor and administrative personnel in order to maximise counselling/therapy resources and minimise wastage of sessions.</p> <p>Prompt return for filing of completed case documentation, including monitoring 'after support' forms and case notes.</p> <p>There will be an element of project work, including managing and inputting into the CALM partnership data management system and attending regular CALM partnership meetings.</p>
<p>Responsibility for client care</p>	<p>Set out and deliver therapeutic packages to meet the needs of individual, couple and/or family client groups.</p> <p>With the prior agreement of clients liaise, as necessary, with other agencies and individuals to help effect change based on the issues raised by clients.</p> <p>Effectively use clinical supervision to facilitate good practice.</p>
<p>Responsibility for policy/service development</p>	<p>Follow national and organisational policies applicable to role including those implemented as a result of legislative changes.</p> <p>Participate from time to time in consultations on service and policy development, and administrative procedures.</p>
<p>Responsibility for financial and physical resources</p>	<p>Personal duty of care in relation to equipment, resources.</p> <p>Considerate use of counselling facilities.</p> <p>Effective management of caseload in order to minimise wastage of appointments.</p>

<p>Responsibility for human resources</p>	<p>Mentor role with trainee counsellors.</p> <p>Participate in induction of trainees.</p>
<p>Responsibility for information resources</p>	<p>Records personally generated information.</p> <p>Writes up client case notes following client counselling/therapy session in a timely way.</p> <p>Collection of the relevant 'before' and 'after' feedback forms from clients, containing data for reporting to service commissioners.</p> <p>Submitting completed case notes and client documentation promptly for filing.</p>
<p>Responsibility for research and development</p>	<p>Undertake surveys and audits, as necessary to own work; occasionally/regularly undertakes research and development activity.</p> <p>Contributes to regular audit/evaluation.</p> <p>Contribute to the development of this pioneering therapeutic partnership with partner clinicians from STEP 2 and Family Action.</p>
<p>Freedom to Act</p>	<p>Works within clearly defined occupational policies.</p> <p>Works with clients independently within policies and codes of ethical practice.</p>
<p>Physical and emotional</p>	<p>Combination of sitting, standing, walking.</p> <p>Walks between sessions, sits during assessments and counselling/therapy, some involvement sitting and/or playing on the floor with younger clients, accompanies clients to and from reception.</p> <p>Frequent intense concentration.</p> <p>In-depth proactive mental attention on client assessment and therapeutic input during sessions.</p> <p>Analysis of information gathered for developing the focus of counselling and note writing.</p>

	<p>Involvement in frequent distressing or emotional conversations; occasionally/frequently highly distressing.</p> <p>Counselling clients dealing with complex and challenging issues, such as: difficult relationship and family situations, childhood abuse, domestic violence and abuse, mild-moderate mental health issues such as depression and anxiety.</p>
Working Conditions	We have a zero tolerance policy regarding any form of abusive behaviour towards any staff member.