

## **The Counselling & Family Centre (CFC)**

### **Supervisor Role Description**

#### ***Summary***

- Contribute to the development of clinical practice in identified areas, specifically one to one and case group supervision.
- Contribute to the maintenance of good practice across the organisation.
- Contribute to the Charity's clinical strategy ensuring clearly specified ongoing clinical focus and objectives for the service.
- Contribute to the ongoing development the clinical team in the effective delivery of these objectives.
- Contribute to the maintenance of the effective use of monitoring and evaluation systems in order to evidence delivery of these objectives through 8 supervisory meeting per year (paid).
- Mandatory training is given.
- Monthly supervision support consultation is provided by the clinical services manager.

#### ***Main duties***

- Provide individual supervision – the safe space for reflection.
- Facilitate a casework supervision group (meeting 8 times a year).
- Promote the use of CFC's monitoring and evaluation tool of choice and its therapeutic use to evidence outcomes in supervisions – full training will be given as and when needed.
- Work collaboratively with the supervisory team to highlight preferred future directions to promote a co-operative and mutually supportive environment and identify barriers to effective team-working.
- Work collaboratively with the wider clinical team to deliver CFC's clinical strategy
- Identify particular strengths in the wider clinical team through meaningful annual appraisal and skills benchmarking.

#### ***Other***

- Undertake additional supervisions arising from ongoing developments in the job role.

#### ***Responsible to***

- The Clinical Services Manager

## **Supervisor Person Specification**

### **Essential**

#### **Qualifications & Experience**

- Holds a recognised qualification in supervision.
- Is a practising qualified counsellor with over 5 years counselling experience or 600 hours of counselling practice.
- Can demonstrate evidence of Continuing Professional Development of 30 hours per year.
- Maintains regular supervision as a supervisee.
- Is a member of a relevant professional body and maintains appropriate personal insurance.
- Has Level 1 Safeguarding Training or will have completed this within 12 months of appointment.
- Will support a minimum of 6 individual supervisees and offer at least 1 case supervision group.

#### **Personal Attributes**

- Is willing to undertake a DBS check.
- Has a clear understanding of confidentiality, case management, and the requirements of working in an organisational setting.
- Has the ability to manage and contain anxiety.
- Has the ability to work one-to-one, lead groups, facilitate learning, motivate, support and is skilled in the use of constructive challenge.
- Has excellent interpersonal skills and is an effective communicator.
- Has the ability to maintain accurate and appropriate records.
- Is flexible, well organised and has good time management skills.
- Is supportive of new projects.

#### **Desirable**

- Has a working knowledge of range of counselling methodologies other than Person-Centred.
- Has an understanding of the dynamics of voluntary organisations..
- Has experience of running groups.
- Experience of working with children and young people, couples and with families.
- Awareness of DV, DA, Safeguarding, Risk management and addiction.