



JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF COUNSELLOR AT CAVENDISH CANCER CARE

Job Title: Counsellor

Location: Cavendish Cancer Care premises (Current remote working from home due to Covid-19 restrictions providing online/telephone counselling).

Accountable to: Board of Trustees

Reporting to: Head of Service

Job Summary

This post involves working directly with patients and carers in the role of Counsellor at Cavendish Cancer Care. This is a demanding role, which involves working in an open, non-judgmental and person-centred way with people who may be seriously ill, distressed, anxious or upset. Individuals should not only be professionally competent, but also demonstrate a caring, sensitive and empathetic approach to patient care.

KEY RESPONSIBILITIES

- To work confidently with adult patients with cancer at any stage of the disease, or with a family member who is affected by a diagnosis of cancer or during bereavement.
- To work with patients with other life limiting conditions and their carers/other family members.
- To consider individual physical, emotional, social and spiritual needs and to deliver counselling to patients and carers to help address the needs and concerns identified at their initial assessment.
- To keep an overview of the clients pathway through the Centre.
- To liaise and communicate effectively with other health care professionals involved as appropriate.

- To collect activity data and maintain clear concise and timely records and use electronic diary system in accordance with the Centre policy.
- To maintain patient /carer confidentiality and adhere to all Cavendish Cancer Care policies.
- To liaise with other members of the team at Cavendish Cancer Care, to attend team meetings as necessary and share knowledge and skills with the rest of the staff team as requested.

KEY DELIVERABLES

- To contribute to the delivery of counselling for clients at Cavendish Cancer Care.
- To liaise with other members of the team at Cavendish and to attend team meetings.

KEY MEASURES

- Evidence of continuing professional development.
- Evidence of reflective practice.
- Evidence of current safeguarding training and knowledge in relation to current practice.
- Accurate and appropriate documentation and record keeping.

SUPPORT AND PROFESSIONAL DEVELOPMENT

Support is provided by the Head of Service at the Centre, in addition to peer and group support.

The counsellor is required to:

- Take a proactive approach to continued professional and personal development and to provide evidence thereof.
- Attend regular clinical supervision.

TERMS OF CONTRACT

Contract status: This post is offered on a fixed term contract basis of 12 months, subject to review at 11 months with the possibility of extending the contract.

Normal Working Hours: 7.5 - 12 hours per week over 1-2 days.

Annual Salary: £28,000 pro- rata.

Annual Leave: 25 days pro-rata + Bank Holidays pro-rata.

Person specification

Post: Counsellor

	Essential	Desirable
Qualifications	<p>A recognised qualification in counselling and experience of working with people who have cancer or other serious illness.</p> <p>Registration with the relevant professional/regulatory body.</p>	<p>Additional qualifications obtained post registration.</p>
Skills	<p>Ability, and commitment, to work in a person centred, collaborative and holistic way.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to work flexibly and be responsive to individual clients.</p> <p>Excellent time management skills and organisational skills.</p> <p>Ability to work within a team and independently.</p> <p>Commitment to a person centred collaborative holistic approach to care.</p> <p>Ability to support colleagues.</p>	

<p>Knowledge</p>	<p>Knowledge/understanding of the psychological, emotional, and spiritual needs of people affected by life limiting conditions.</p> <p>Knowledge/understanding of grief, loss and bereavement issues.</p> <p>Knowledge of adult safeguarding and legislation.</p>	<p>Knowledge in relation to audit and research.</p>
<p>Experience</p>	<p>Professional experience of working with people who have cancer or other life limiting disease and families who are experiencing emotional distress and life changing situations.</p> <p>Two or more years' experience relevant to the requirements of the post.</p> <p>Commitment to and evidence of continuing professional development.</p>	<p>Experience of working within a multi-disciplinary team.</p> <p>Experience of delivering education sessions/training.</p> <p>Experience of working within the National Health Service/Social Services.</p>
<p>Personal attributes</p>	<p>Self-motivated Flexible Committed to equality & diversity Resilient</p>	