

REFUGEE ACTION KINGSTON

JOB DESCRIPTION

<u>Title of post:</u>	Clinical supervisor
<u>Job purpose:</u>	To provide clinical supervision
<u>Hours:</u>	1.5 hours per session
<u>Responsible to:</u>	Director
<u>Salary:</u>	£60/£70 per session

Probationary period: one month

BACKGROUND

Refugee Action Kingston (RAK) is a well-established charity dedicated to supporting refugees and asylum seekers from anywhere in the world who find themselves in the Royal Borough of Kingston and neighbouring boroughs. Since its foundation in 1991, RAK has been the main provider of direct services to refugees and asylum seekers as well as promoting refugee rights.

RAK aims to support refugees through the process from their initial reception in the borough through to final integration into the local community in order to enable them to live a fulfilling life and become accepted and active participants in our local community. We achieve this by accomplishing a variety of outcomes for refugee and asylum-seeking families through delivering a holistic service including advice, information, counselling, education, training, and assistance to access mainstream services and employment opportunities to help them rebuild their lives.

COUNSELLING SERVICE

RAK provides free, independent and professional counselling support to refugees and asylum seekers who are suffering from emotional distress as a result of trauma and displacement to assist them to settle, integrate and participate with the wider community. We have two qualified counsellors who are available to provide individual face to face counselling.

THE PURPOSE OF THE JOB

To provide sessional Clinical Supervision for Refugee Action Kingston's counselling services based in Kingston.

RANGE OF DUTIES

The post-holders will:

- Have responsibility for providing 1:1 clinical supervision to counselling staff, and counselling volunteers in line with RAK's supervision policy.
- Supporting RAK counsellors to provide safe and effective clinical services.
- Contribute to service development and continuous quality improvement within the counselling service.

Providing counselling supervision

- Provide counselling supervision to qualified counselling staff, and counselling volunteers in line with RAK counselling service contract.
- Keep accurate, detailed and timely records of the supervision sessions.
- Maintain and develop appropriate systems to ensure the best use of supervisor time.
- Work flexibly with counsellors to provide a service that fits well with counsellors' varied hours.
- Monitor the provision of counselling to ensure all staff that require supervision have appropriate access.
- Provide the clinical coordinator /manager with regular reports on the uptake of supervision, hours provided and the overall quality of counselling provided.
- All supervision sessions to take place at RAK office in Kingston.

Supporting safe and effective practice

- Be aware of and promote all organisation's policies and procedures.
- Support staff to collate all data required for service monitoring including client outcomes and feedback forms.
- Ensure that any serious concerns about staff / disciplinary matters are brought to the attention of the manager.

Service development and continuous quality improvement

- Support and encourage staff to continuously review their therapeutic skills to meet the needs of RAK clients.
- Support RAK clinical audit and the evaluation of service delivery against recognised standards.

Personal

- A formal appraisal and performance review will be provided annually by the counselling service manager.
- The post-holder is expected to maintain appropriate two-way communication with the RAK management team whilst recognising the importance of respecting the personal trust that needs to develop between supervisor and supervisee.

PERSON SPECIFICATION ESSENTIAL REQUIREMENTS

- Psychotherapy/Counselling qualification to at least Level 4 or Post Grad Diploma.
- Qualification in clinical supervision or training towards recognised clinical supervision qualification.
- Significant post qualification status as a counsellor/psychotherapist.
- Accreditation/registration as a counsellor/psychotherapist and supervisor with BACP/UKCP/BPS or equivalent.
- Clinical experience of working with clients with a range of difficulties including complex mental health issues, drug and alcohol issues, sexual violation and trauma.
- Understanding of issues regarding confidentiality and management of risk within a counselling service.
- Good administrative skills.
- Understanding of the voluntary sector.

Personal attributes

- Resilience, reliability, flexibility.
- Good communication skills and commitment to work collaboratively with the team and Project Manager.

Abilities and interests

- Ability to work in and with a small team.
- Interest in continuing professional development.

KEY COMPETENCIES

- Excellent communication and interpersonal skills.
- Adaptable and flexible approach.
- Ability to communicate topics of a sensitive nature.