

Job Description	Talking Therapies Assessor (12 months fixed term)
Reporting To:	Head of Talking Therapies
Responsible For:	Volunteer Assessors
Hours:	<p>22.5 hours or 3 days a week. Working hours to include Tuesdays as this is the core team day, Wednesday mornings as this is when triaging happens and at least one evening a week.</p> <p>The postholder will be working from Guild House (our main office) and our new Hub in Morden.</p> <p>This role is being advertised as a 12-month fixed term position with the possibility that the role will be made permanent depending on the needs of the department.</p>
Salary:	<p>£23,048 (£38,413 full time equivalent)</p> <p>Benefits include: 25 days annual leave (pro rata, plus bank holidays), 7% pension matched by employer, BusyBees childcare vouchers scheme, EAP telephone counselling service, 2 days paid volunteering time off.</p>
Deadline and interview date	<p>Deadline: Monday 20th May at 9am by email to jobs@wimbledonguild.co.uk</p> <p>Interview dates: Wednesday 29th May</p> <p>Start date: as soon as possible</p>

Description of Job:	<p>The Talking Therapies Assessor will have responsibilities for triaging and assessing potential talking therapies clients within the department. The postholder will be working closely with Individual Counselling Manger, Groupwork Manager and Talking Therapies Office Manager in making sure potential clients are triaged and assessed appropriately for our services and to support with determining if the client is suitable for any of our services.</p> <p>The Talking Therapies Departments provides long terms counselling (of up to 60 sessions), art therapy (of up to 2 years), group psychotherapy (of up to 3 years), short term BAME counselling services and a range of support groups and workshops to members of the Merton community aged over 18. In the next few months, we will launch some new services: short-term online counselling to people that are housebound, a hoarding therapy group, music therapy and our counselling provision from our new satellite centre in Morden.</p> <p>Collaborating closely with the Management team within the Talking Therapies Department, the postholder will be working closely with the team to ensure the smooth running of the assessment process including recruiting and managing internal volunteer placement counsellors to provide assessments.</p>
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Key Responsibilities	Key Elements/Tasks
Client Responsibilities	<ol style="list-style-type: none"> 1. To coordinate with the Talking Therapies Management team in knowing how many triaging slots and assessments will be offered in any given month. 2. To work closely with the Office team in the smooth running of the triaging and assessment process for clients. 3. Responsible for triaging all clients contacting Talking Therapies. Each triaging session takes approximately 30 minutes. 4. Responsible for conducting the first assessment for talking therapies client which is approximately 90 minutes and second assessment if needed of up to 60 minutes. 5. To allocate appropriate potential clients to qualified volunteer counsellors and based on what is disclosed from the triaging conversation. This includes allocating potential clients to the staff team to conduct individual and group therapy assessments. 6. To work closely with the clinical team in making sure that clients are allocated to the appropriate service.
Department Responsibilities	<ol style="list-style-type: none"> 1. To oversee recruitment process of volunteer Assessors 2. To work alongside other team members of the department to ensure the smooth running of the department (and all services therein). 3. To attend department meetings (including weekly assessment meetings) and awaydays and contribute to the overall team and department development.
Line Management Responsibilities	<ol style="list-style-type: none"> 1. To provide line management to Volunteer Assessors as appropriate 2. To manage the probation period with new Volunteer Assessors
Financial Responsibilities	<ol style="list-style-type: none"> 1. To be mindful of and to adhere to the financial policies.
Organisation Responsibilities	<ol style="list-style-type: none"> 1. To work within the Wimbledon Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery, and monitoring of services. 2. To attend Wimbledon Guild meetings and training as required, maintaining and improving skill and professional knowledge. 3. To be aware of and to work as part of the Guild as a whole. 4. To undertake other duties in line with the needs of the service as directed by the Head of Talking Therapies. 5. To work flexibly and outside normal office hours as dictated by the needs of the service [Time off in lieu can be claimed].
Risk Management	<ol style="list-style-type: none"> 1. To work to and uphold the policies and procedures of Wimbledon Guild. 2. To work in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc, where appropriate and to assist in the development and reviewing of essential policies and procedures. 3. To maintain the confidentiality policy of Wimbledon Guild and balance the need for confidentiality against the safety of the wider community and the clients themselves. 4. To monitor client safety from assessment onwards, being mindful of the risk of suicide or severe mental illness and having systems in place to intervene if the service reaches its limits of competence. 5. To monitor the safety of team members, in relation to potential risk from clients. 6. To advise the Head of Talking Therapies, or another senior manager, of any concern which may possibly adversely affect Wimbledon Guild.

Person Specification	Talking Therapies Assessor
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Qualifications, Experience, Skills, Values and Behaviours Required	
Qualifications	<ul style="list-style-type: none"> • Completed minimum three-year counselling or psychotherapy training. • Evidence of understanding the psychodynamic frame. • BACP registration and either BACP accreditation or ability to obtain this within the first 18 months of employment or have equivalent with another governing board i.e. UKCP, HCPC, etc. • Training in conducting clinical assessments
Experience	<ul style="list-style-type: none"> • Experience of conducting assessments and working clinically with individuals with a wide range of presentations including more complex mental health issues. • Understanding of assessing potential clients for individual counselling, group psychotherapy and relationship therapy. • A commitment to network and work collaboratively with external partners and colleagues with other departments at Wimbledon Guild. • Have good IT skills, including a working knowledge of all aspects of Microsoft office.
Desirable	<ul style="list-style-type: none"> • Completed a minimum of an 80-hour online counselling qualification. • Training and experience of group facilitation • Training and experience of relationship therapy. • Knowledge of and training in different therapeutic modalities • Experience of delivering training • Experience of managing volunteers • Experience in working in the third sector and a counselling service. • Training in safeguarding