



## Marie Curie Job Description

Job title	Counsellor
Department	Patient and Family Services Team
Location	Marie Curie Hospice
Reports to	Bereavement Service Manager
Accountable to	Head of Operations

### Job Purpose/Summary

- To provide a flexible counselling service to patients and their carers as part of the multidisciplinary team.

### Accountabilities (Duties & Responsibilities)

#### Counselling and Bereavement Support

- To provide specialist counselling to patients, carers, children and significant others using individual, group and family techniques as appropriate, both on the ward and Community.
- Identifying when the level of support may be beyond the scope of the individual worker and when to refer back to the senior Children's Counsellor who will make the decision whether other professional support may be required by appropriate agencies for specialist interventions. In partnership with the client, adult and senior counsellor
- identify and agree desired outcomes and agree how these will be achieved.
- Ensure that practice meets the standards set out in the Marie Curie Emotional Support Policy.
- Ensure the system for user feedback is implemented effectively and that user feedback is evaluated to improve the service.
- To liaise with outside agencies as appropriate regarding referrals to ensure a seamless service.

#### Administration

- Develop and maintain robust systems to ensure effective communication between patients, carers, nursing staff, allied health professionals, volunteers, the wider multi-professional team, community and hospital teams and other primary care services.
- In co-operation with the Hospice Manager and/or other colleagues, develop systems to support user feedback.
- Ensure effective record keeping and documentation.
- Promote an open and honest culture recognising the confidentiality to the client.
- To keep thorough case notes and up to date records and statistics at any given time.
- To administer all correspondence and communications which have been self-generated.

#### Team Working

- To attend multi-disciplinary meetings, advise on issues relating to counselling and the psychosocial team, and act as a resource for other members of the team with regards to counselling issues.

- To actively participate in multi-disciplinary care planning.
- To contribute to and participate in the multi-disciplinary audit process.
- To liaise closely with the Senior Counsellor and Bereavement Manager with regard to relatives who may need continuing support.

### **Professional Responsibility**

- To keep up to date with professional developments in counselling and specialist palliative care, including registration.
- To participate in annual My Plan and Review (MPR) ensuring challenging objectives are set and achieved and a personal development plan is agreed.
- To develop an awareness of own personal responses in relation to the maintenance of a safe environment and identification of potential risk for all personnel, patients and significant others.
- Where required contribute to the Charity's National Clinical Audit Programme.
- Participate in education and training both within and outside of the hospice

### **Education / Governance Activities**

- To adopt a reflective approach to personal practice and learn from experience.
- To participate in the in-service teaching programme and other training events as required. • To participate in relevant clinical governance activities within the hospice
- To participate in patient care education as appropriate.

### **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Actively committed to Marie Curie's values, role models behaviours with authenticity and purpose.

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder**



## Marie Curie Person Specification

Job title:

Counsellor Band 5

Criteria	Essential	Desirable	How assessed
Skills/ Abilities	<ul style="list-style-type: none"> <li>- Ability to work as an autonomous practitioner</li> <li>- Ability to work with shared objectives as part of a team</li> <li>- Excellent time management skills</li> <li>- Ability to work to bereavement standards and charity policy</li> <li>- experience of working with Loss</li> </ul>	<ul style="list-style-type: none"> <li>- Presentation skills to small groups</li> </ul>	Application form and interview
Knowledge	<ul style="list-style-type: none"> <li>- An understanding of specialist palliative care</li> <li>- An understanding of clinical governance</li> </ul>		Application form and interview
Qualification s/ Education/ Training	<ul style="list-style-type: none"> <li>- Degree/Diploma in Counselling and / or BACP accreditation</li> <li>- Experience in counselling or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>- qualifications in relation to supporting people of all ages.</li> </ul>	Application form and interview
Experience	<ul style="list-style-type: none"> <li>- Experience of emotionally supporting people of all ages.</li> <li>- Experience of working with Loss &amp; grief/ end of life care</li> </ul>	<ul style="list-style-type: none"> <li>- Children and families counselling support.</li> <li>-Mental health experience.</li> <li>- Experience in group work</li> <li>- Working within a multidisciplinary team</li> </ul>	Application form and interview
Other requirements	-	-	-

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities**