

Head of Counselling

Job Description

Remuneration: in region of £5,000 for 1.5 – 2 days per month (negotiable)
Contract: P/T employment or self-employed retained an option

- 1. Role:** To assume responsibility for Clinical Governance within the service.
- 2. Accountable to:** Chief Executive Officer and Management Committee
- 3. Objectives:**
 - a.** To assume ultimate clinical responsibility for clients.
 - b.** To assume responsibility for maintaining and improving standards of client care.
 - c.** To encourage a culture of openness thus ensuring that clinical governance is at the heart of Confide activities.
- 4. Main Tasks:**
 - a.** To oversee quality management systems.
 - b.** To ensure that clinical working practices are effective and appropriate.
 - c.** To review clinical performance using clinical outcomes measures.
 - d.** To be available for consultation on clinical matters.
 - e.** To act on any concerns raised about clinical standards and support the Chief Executive in dealing with complaints about Confide services.
 - f.** To manage clinical risks and work with the Chief Executive Officer to safeguard clients.
 - g.** To ensure that appropriate supervision arrangements are in place.
 - h.** To recruit and appoint Supervisors.
 - i.** To oversee the activities of the Supervisors.
 - j.** To assist the Service Delivery Manager in recruitment, retention and management of counsellors including the provision of pastoral support.
 - k.** To support the Chief Executive in ensuring the appropriate management of client records.
 - l.** To directly manage any requests for access to client records.
 - m.** To oversee the programme of CPD workshops.
 - n.** To support the Chief Executive in maintaining links to clinical and non-clinical services for the benefit of the organisation and its clients.
- 5. Other Duties:**
 - a.** Attendance at Management Committee, Senior Management Team and Counsellors meetings.
 - b.** Deputising for the Chief Executive to represent Confide externally.