



## Job Description

<b>Job title:</b>	Specialist Support Practitioner, Jigsaw4u/Achieving for Children Counselling Service (35 hours per week)
<b>Reporting to:</b>	Jigsaw4u Service Manager
<b>Responsible for:</b>	Supporting the delivery of the Kingston & Richmond Counselling Service in the London Boroughs of Kingston and Richmond

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### Role in Context

*Jigsaw4u are commissioned by South West London St George's Health Trust to provide a Children's Counselling Service in the London Boroughs of Kingston & Richmond. Working in partnership with CAMHS, the service supports 8- to 18-year-old children/young people experiencing emotional health difficulties, including depression and/or anxiety. Each child/young person will receive 6 to 8 targeted, evidence based therapeutic support sessions.*

#### 1. Purpose of the job

Be responsible in the designated area for:

- Delivery of the Kingston & Richmond Counselling Service
- Collecting data and reporting on direct work delivered
- Developing and enhancing relationships with strategic partners in the designated area
- Maintaining and striving to improve service delivery standards and effectiveness

#### 2. Main duties

- Supporting individual children/young people (referred from a variety of sources within CAMHS) to overcome emotional health challenges
- Support children/young people experiencing low level self-esteem, anger difficulties, anxiety and low mood
- Counselling support for adjustment difficulties e.g. transitions, separation, family relationship difficulties etc. █

- Emotional difficulties connected to health or neurodevelopmental difficulties e.g. anxiety in the context of ASD or ADHD, difficulties with friendships affecting emotional health, emotional needs connected to a physical health condition
- Provide effective support within 6 to 8 sessions
- To liaise with parents/carers as appropriate
- Deliver group interventions
- To risk assess around self-harm and suicidal ideations
- To liaise with referrers and partner agencies as appropriate
- Evaluation of interventions provided through use of Outcomes Star and other agreed measurement tools
- To assist the Service Manager in creating monitoring reports
- To attend professional/monitoring meetings if required

### **3. Generic responsibilities**

- Manage personal resources and own professional development
- Follow the Jigsaw4u Safeguarding Policy at all times and respond to safeguarding concerns to a high standard
- Record work on Jigsaw4u Lamplight database
- Work in a manner that promotes equality and values diversity
- Promote a health and safety culture within the workplace
- All information must be maintained in accordance with the Data Protection Act and Jigsaw4u Confidentiality Policy
- Undertake other activities as required

### **4. Travel**

The role will require travelling around two or more Boroughs to visit young people at school, our Kingston base office or in the community where appropriate. Travel costs will be reimbursed (with home to Jigsaw4u office cost deducted).

### **5. Hours**

35 hours per week.

While the majority of the role exists within the general boundaries of 'office hours' there will be occasions when unsocial hours may be expected along with home working and weekends – entirely reflecting the need to work with children and young people when they are most available.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

### **6. Training/Supervision**

To undertake supervision on a regular basis. To attend Jigsaw4u meetings and training events as requested by the line manager.

## **7. Terms & Conditions**

Jigsaw4u terms and conditions of service.

## **8. Salary**

Competitive.

Jigsaw4u regularly benchmark salary scales to ensure our staff are remunerated in accordance to NJC scales and similar roles in similar organisations.

This job description outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder, Jigsaw4u and relevant funders.



# Person Specification

**Job Title:** Specialist Support Practitioner

**Department:** Kingston & Richmond Counselling Service

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## 1. Knowledge and Experience

### Essential

- Proven track record of successfully delivering services for children and young people and successful youth engagement in a comparable role within a service-driven organisation of comparable size, scope and complexity
- Knowledge of safeguarding issues relating to children and young people
- Understanding and knowledge and an active commitment to promoting equal opportunities and diversity
- A successful track record of building effective working relationships across internal and external stakeholders
- An understanding of the current issues for children and young people experiencing depression and/or anxiety
- Understanding and knowledge of the requirement for confidentiality and safe working practice and maintenance of files in accordance with the Data Protection Act and other legal requirements

### Desirable

- Knowledge of therapeutic models and delivery around depression and anxiety
- Knowledge of issues facing the voluntary sector, volunteers, staff and service users

## 2. Skills and abilities

### Essential

- Ability to work on own initiative, prioritise work and deal with competing or conflicting demands/ needs and interests in an organised and methodical manner
- Ability to develop creative solution focused therapeutic interventions for vulnerable young people
- Ability to complete assessments and support planning alongside young people their families and other professionals

- Ability to develop range of resources and materials to support work with young people experiencing depression and/or anxiety
- Ability to communicate sensitively and effectively both verbally and in writing with a wide range of people
- Ability to negotiate, advocate and influence others
- Demonstrate empathy and control own emotions
- Build effective volunteer teams and sustain relationships
- Promote organisational interests and values
- Good IT skills and ability to become competent on the Jigsaw4u Lamplight database
- Will be required to work flexible hours and travel
- Ability to promote the work of Jigsaw4u
- To recognise own strengths and address weaknesses
- Value and support others
- A successful and effective negotiator and facilitator with a flexible style and approach to different people and partners.

### **3. Qualifications**

#### **Essential**

- Evidence of successfully coordinating and delivering projects for young people
- Psychotherapy, counselling or equivalent- training and experience in using one or more of the following modalities:
  - Cognitive Behavioural Therapy
  - Acceptance and Commitment Therapy
  - Social Pedagogy
  - Solution Focused Therapy
  - Exposure Therapy
  - Client-Centred Therapy

#### **Desirable**

- Relevant Degree and/or professional qualification
- Evidence of Continuous Professional Development