

Job Description

Job Title: African/African-Caribbean Counselling Service Coordinator

Section: Greenwich Counselling

Location: Greenwich – SE10

Hours: 21 hours per week

Responsible to: Joint Clinical Leads

Responsible for: Volunteer Counsellors

Job Summary:

To coordinate the culturally specific African/African-Caribbean Counselling Service within the larger counselling team in Greenwich counselling service. This includes managing your own small caseload of clients, as well as management and clinical supervision of volunteer counsellors.

Key Responsibilities:

- Offer culturally specific counselling sessions (minimum 8 sessions a week) including clinical assessments and risk assessments. Where appropriate, provide clients with information about, and signposting to, other services.
- Service coordination including promotion of the service, management and clinical supervision of volunteer counsellors.
- Record keeping – maintaining up-to-date records of work undertaken, including session notes, service records, Core-net database records, volunteer counsellors' records, maintaining the appointments diary and relevant resources.
- Ensure regular quality monitoring and data collection.
- Maintain high level of clinical practice
- Liaise, where appropriate, with other staff (internal referring) or agencies including local statutory and voluntary sector professionals and organisations.
- As part of the Clinical Team, meet with, and on occasion provide ad hoc counselling support to, door callers who may present in crisis.
- Regular liaison with the Clinical Leads.
- Regularly represent the African African-Caribbean Counselling Service at Clinical Team and wider staff team meetings, and keep everyone up to date with developments or issues surrounding the service.
- Carryout any other responsibilities related to the role.

General Responsibilities:

- Work in line with SEL Mind's [Purpose, Vision, Values and Aims](#)
- Positively represent SEL Mind, both internally and externally, and promote our work
- Comply with SEL Mind's policies and quality frameworks
- Promote understanding, awareness and positive attitudes towards mental health and dementia
- Promote equity, diversity and inclusion
- Attend and actively contribute to individual supervision and training sessions, team meetings and organisational events
- Perform other duties appropriate to the role
- Support, encourage and engage active service user and carer participation wherever possible