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**JOB DESCRIPTION**

**Job Title:** Counsellor/ Psychotherapist

**Location:** 11, Holmview Terrace, Omagh, Co. Tyrone, BT79 OAH

**Contract Duration** Fixed-Term Contract up to 31st March 2024 subject to the successful completion of 6 months probation period. There is the possibility of an extension at the end of this period subject to available funding.

**Accountable to:** General Manager

**Reports to:** Co-Ordinator of Therapeutic Services

**Salary:** Salary will be determined on the basis of successful candidate’s qualifications and experience in accordance with Tara Centre Salary Policy. Counsellors/Psychotherapists £27,270 - £30,300 per annum (FTE 37.5 hours/5 days per week) pro-rata to 2 - 4 days per week. Salaries are reviewed annually by the Board of Trustees/Directors.

**Pension Arrangements:** The Company has establishedan appropriate workplace

pension scheme operative as of 1st January 2016 in

 accordance with Government Auto Enrolment Regulation

 NI 2012. The scheme is provided by Workers

 Pension Trust.

**Hours:** Working pattern to be agreed within a 4-day, total 30 hours, working week, Monday to Thursday; delivery plan to include 1 evening per week as specified. Consideration may be given to offering a two-day or a three-day contract, (15 or 22.5 hours), to include 1 evening per week as/if required.

**Annual Leave:** 23 days plus statutory holidays for full-time staff.

Part-time staff pro rata.

**Duties and Responsibilities**

The Counsellor/Psychotherapist will:

* work in close co-operation with the Co-Ordinator of Therapeutic Services;
* maintain a regular caseload of five counselling/psychotherapy sessions per full working day;
* work with a wide variety of clients dealing with different issues according to the therapist’s expertise and client’s need;
* work to a code of ethics and practice appropriate to counselling/psychotherapy, e.g. BACP, BABCP, IACP or equivalent;
* maintain notes of counselling sessions in accordance with Centre procedure and statutory obligations;
* undertake at least 20 hours of professional training per year at his/her own expense; this to be additional to any in-house training provided by the Centre;
* engage the services of an external supervisor and receive regular professional supervision in accordance with Centre policy and statutory requirements;
* take part in clinical supervision, in-house training, and staff meetings as determined by the General Manager and the Co-Ordinator of Therapeutic Services;
* ensure effective and meaningful evaluations are undertaken with clients in order to contribute to evidence-based practice;
* adhere to all Tara Centre policies and procedures including protocols related to Covid 19;
* be available, as necessary, after 5.30pm on at least one regular working day per week.

***Note:*** Counsellors/Psychotherapists are expected to receive their clients when they arrive

 at the Centre and see them off the premises at the end of each appointment.

The counselling/psychotherapy services are normally available at the Centre on Monday – Thursday between 9.00am and 7.00pm.

***Note: This Job Description may be amended in the light of changing circumstances and may***

 ***include other duties and responsibilities which will be determined by the General Manager***

***in consultation with the post holder and the Co-Ordinator of Therapeutic Services.***

**All applications** for employment are considered strictly on the basis of merit.

The Tara Centre is an **Equal Opportunities Employer.**