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| **Guaranteed Hours Student Counsellor**  | ENU_Logo_CMYK |
| **Role Description** |  |

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| **Grade & Salary:** | Guaranteed Hours at Grade 5 -£17.41 per hour plus a holiday pay supplement (1 hour and 15 minutes pay per student facing hour)  |
| **Campus Location:** | Required to work from various campuses (during the pandemic requirement is to work from home) |
| **Line Manager:** | Student Wellbeing Service Manager  |
| **Line Management Responsibility for:** | N/A |
| **Organisational Structure:** | [ ]  Tick to confirm attached |
| **Role Summary:** | Edinburgh Napier Student Counselling and Mental Wellbeing Service offers a variety of therapeutic approaches and support to a student body consisting of approximately 19500 students. The main purpose of this role is to support the student journey through the delivery of a range of psychological interventions, assessments and counselling whilst promoting resources and self-help techniques to increase students’ overall mental wellbeing and resilience.The aim of the service and the role within it is to enhance the student experience and support retention and student success by working as part of a team to deliver psychological support to students. Due to the ongoing Pandemic, the service has developed an online counselling & mental wellbeing framework. As a result, you should be able to deliver safe and ethical online Counselling & support from your home.This role holds a significant and exciting opportunity to be part of a team who are delivering and continue to develop an innovative and student-focused service provision. |
| **Main Duties and Responsibilities** |
|  | Provide professional, sensitive and student focussed one to one Counselling to a wide range of students and referral to specialist services as appropriate. |
|  | During the Pandemic, to undertake video link and phone support from home (until such times where face to face therapy is advisable). |
|  | To practice in an ethical and responsible way and ensure professional standards are met and maintained according to appropriate professional bodies (BACP or equivalent).  |
|  | To undertake service assessments and referrals to specialist services as appropriate |
|  | Work as part of a team of practitioners supporting students via Silver Cloud, an evidenced based CBT online program. |
|  | To contribute to the Safeguarding of students accessing services by accurate recording and communication with management in with line the service’s Ethical and Data Protection Guidelines.  |
|  | Understand and comply with the policies and procedures of the Student Wellbeing and Inclusion team, including policies on data sharing & confidentiality, record-keeping, responding to emergencies, and escalation of matters relating to students in crisis. |
|  | Understand the services offered by other university departments and community resources, and be able to refer students to the appropriate sources of additional or specialist support as required. |
|  | To contribute to the statistical analysisof counselling to help identify trends, mental health issues and other risk groups to aid strategic planning of service provision.  |
|  | To work in line with the University’s stated values & behaviours. |
|  | In addition to the main duties indicated here, the post holder may be required to perform other duties assigned by the Head of Student Counselling and Wellbeing from time to time. Such duties will be reasonable and be in line with the post holder’s skills, experience and grade. |

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| **Person Specification** |  |

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| **Attributes** | **Essential Requirements** | **Desirable Requirements** |
| Education/Qualifications | Post Graduate Qualification in Counselling / Psychotherapy or equivalent.  |  |
| **Experience**  | Extensive experience in assessing and offering one to one counselling in person and online. Experience of short term goal orientated Counselling. Experience of working with mental health issues.Experience in trauma informed practice/ understanding trauma responses. Experience and understanding of community recourses and referral pathways. Experience of safeguarding within an ethical counselling practice. Registered Member of BACP/ COSCA or equivalent, and working towards accreditation. | Experience of counselling in Further/ Higher Education.Qualification in online therapy. Experience of working in Further/ Higher Education.Experience of social/community work.Experience of teaching/coaching. Accredited with BACP/ COSCA or equivalent |
| **Skills/Personal Requirements** | Excellent interpersonal and communication skills.Ability to work as part of an innovative team.Ability to manage own workload with minimal supervision.Ability to liaise with diverse individuals and groups.Ability to maintain a high level of confidentiality.Good IT skills.Ability to demonstrate self-care and psychological resilience. Ability to use supervision effectively. Commitment to high service standards and customer focus and to upholding the University’s values and behaviours. |   |

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