

## Job Description

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| <b>Job Title:</b>      | Psychotherapist                               |
| <b>Responsible to:</b> | Children Young Person and Family Service Lead |
| <b>Accountable to:</b> | Director of Care                              |

### Job Purpose:

To provide a counselling/therapeutic-based service for children, young people and their families known to the Hospice both pre and post bereavement

### Main Duties:

1. Work in accordance with their Registered professional counselling body's (e.g. BACP) code of conduct and professional standards remaining professionally and legally accountable.
2. To provide a comprehensive, therapeutic service for children, young people and families referred by other professionals based upon psychological principles, working within the context of palliative care services and as indicated in NICE guidelines.
3. To identify the nature, severity and complexity of patients and families' requirements through and through assessment, develop and initiate an agreed, responsive plan of support.
4. To evaluate and make decisions about treatment options considering both theoretical and therapeutic models.
5. To undertake and implement risk assessment and risk management strategies for individual children, young people and their family members in line with HCP policies and procedures.
6. To work collaboratively across Acorns hospice sites to develop the counselling/therapy service.
7. To provide advice to other professionals within the service on the psychological aspects of risk assessment and management consistent with the clinician's level of competence.
8. To exercise professional responsibility for the efficiency of all aspects of the service, including assessment and counselling/therapy.
9. To communicate in a professional and sensitive manner when dealing with emotive material, challenging child, young person and family behaviours and distressing presentations.
10. To maintain clinical records in line with policies and procedures.
11. To complete clinical outcomes scores, patient outcome and satisfaction measures in line with HCP policies and procedures.
12. To act autonomously, operating within recognised professional guidelines and the framework of HCP service policies and procedures
13. As directed by the CYP&FS lead, contribute to the teaching and training on bereavement, grief, and loss.
14. To undertake statutory and mandatory training relevant to the role
15. Provide health education information to the child and family, to promote a healthy lifestyle and where appropriate address public health issues.

16. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy
17. To report incidents, near misses and potential complaints in line with Acorns policy and procedures.
18. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.
19. To empower children, young persons and their relatives to make decisions about their care and to exercise choice.
20. To promote communication with the children and young people, encouraging them to express their wishes and concerns to their best ability (this may include non-verbal, electronic or alternative communication methods).
21. To attend regularly and contribute to team meetings and clinical/safeguarding supervision to ensure effective communication and shared learning is maintained.
22. Work autonomously and as part of a team to deliver care.

### Managerial

1. Completion of annual appraisals– fulfilling own responsibility for appraisal process and agreed personal development/ training plan.
2. To liaise with the CYP&FS team to ensure that the service runs effectively efficiently.
3. To hold responsibility on a day-to-day basis for individual work and the organisational and administrative requirements of the service.
4. Initiate and participate in research and audit relevant to development and delivery of the service.
5. Maintain standards and ensure clinical governance is central to the function of the service.
6. Contribute towards and deliver presentation materials for promoting the Palliative Care service to other professional groups within and outside the organisation.
7. Work closely with senior staff to facilitate the development, implementation, monitoring, evaluation and audit of appropriate policies, protocols, guidelines and standards ensuring that they meet current practice and professional regulations.

### Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It is everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

### Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

### Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

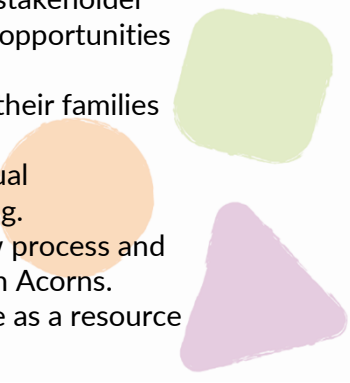
### Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

### Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

### Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
  2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
  3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
  4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
  5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
  6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
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7. To carry out any other reasonable duty as requested by your line manager.



Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

## Person Specification: Psychotherapist

|                           | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                                                                         |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>&gt; Qualified counsellor/psychotherapist/systemic practitioner</li> <li>&gt; Registered with an approved, professional counselling body (e.g. BACP).</li> </ul>                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>&gt; Further training in bereavement and/or end of life counselling</li> <li>&gt; Further advanced training in a recognised model of psychological therapy e.g. IPT, DIT.</li> </ul>       |
| <b>Experience</b>         | <ul style="list-style-type: none"> <li>&gt; Significant experience of providing counselling</li> <li>&gt; Experience of clinical assessment in a counselling setting</li> <li>&gt; Experience and understanding of the needs associated with loss, grief and bereavement</li> </ul>                                                                                                                                                       | <ul style="list-style-type: none"> <li>&gt; Experience of working with Children, young people and families who have been bereaved and/or are at end of life</li> <li>&gt; Working with groups in a counselling setting</li> </ul> |
| <b>Skills and Ability</b> | <ul style="list-style-type: none"> <li>&gt; Competent in IT skills and basic data input.</li> <li>&gt; Capacity to work in situations demanding careful clinical judgement.</li> </ul>                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                   |
| <b>Other</b>              | <ul style="list-style-type: none"> <li>&gt; An understanding of and commitment to equality and diversity</li> </ul>                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                   |
| <b>Behaviours</b>         | <ul style="list-style-type: none"> <li>&gt; Will challenge the status quo</li> <li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li> <li>&gt; Curious, always seeking to understand and improve experience of customers</li> <li>&gt; Open to change and continuous improvement</li> <li>&gt; Innovative mindset and passionate about learning</li> <li>&gt; Commitment to the Acorns strategy &amp; its success</li> </ul> |                                                                                                                                                                                                                                   |

## Terms and Conditions of Employment

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| <b>Job Title:</b>      | Psychotherapist                                                                                      |
| <b>Responsible To:</b> | Children Young Person and Family Service Lead                                                        |
| <b>Accountable To:</b> | Director of Care                                                                                     |
| <b>Location:</b>       | Acorns in the Black Country Hospice<br>Walstead Road<br>Walsall<br>WS5 4NL                           |
| <b>Salary:</b>         | Acorns Pay Level E                                                                                   |
| <b>Notice:</b>         | 8 weeks                                                                                              |
| <b>Hours:</b>          | 37.5 hours per week                                                                                  |
| <b>Holidays:</b>       | 27 days plus statutory bank holidays                                                                 |
| <b>Pension:</b>        | Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).            |
| <b>Life Assurance:</b> | Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme) |

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.