

Job description

Job title	Talking Therapy Counselling Assessor
Contract	Permanent
Hours	20 – Hours can be flexible but may include occasional evenings
Salary	£30,225 per annum (pro rata)
Service setting	Across Jami localities and home based

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

Under the supervision of the Head of Talking Therapies responsible for the efficient and timely management of the counselling referrals. This role appropriately and accurately assessing counselling clients of the talking Therapy service, for duration of therapy and modality best suited. This role involves developing and maintaining effective working relationships with key stakeholders, including counsellors, supervisors, service users, learning establishments and other internal and external partners.

The role assesses a counselling client's ability to pay for counselling and negotiating weekly session fees.

The role involves ensuring high quality customer experience for people accessing the talking therapy service.

Responsibilities

- Maintaining and reviewing the waiting list for the Counselling Service
- Booking of Counselling Service Assessments
- Ensuring all information is input on our CRM and updated accordingly
- Negotiating the fee for counselling sessions with clients
- Liaising with Counselling Service Administrator regarding bookings and fees agreed
- Managing referrals and enquires for people accessing counselling
- Liaising with Counselling Team, Supervisors, Assessors and Head of Talking Therapies
- Working across Jami departments
- Working with clients at Assessment to arrange length of counselling, which modality is best suited to them
- Interviewing with Head of Talking Therapies for counsellors/therapists
- Maintaining regular contact with key stakeholders
- Undertake any such duties as requested by your line manager
- Have a commitment to Jami's ethos, values, and policies

Key relationships

- Head of Talking Therapies
- Counsellors, Supervisors, Jami staff
- Learning Establishments

Training and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Diploma or Degree in Counselling/therapy • Over 450 post qualification counselling hours • Member of BACP or other governing body 	<ul style="list-style-type: none"> • Qualification in counselling/therapy assessments for short/long term work • Accredited member of BACP

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication and interaction skills • Ability to develop and maintain effective working relationships • Experience of robust client counselling/therapy assessments for long/short term therapy • Computer literacy • Experience of CRM systems • An ability to prioritise workload and good time management skills • Able to work on your own initiative as well as a team • Strong written communication 	<ul style="list-style-type: none"> • Experience of working within a counselling service • Knowledge of assessing within a counselling service • Knowledge of the charity sector • Knowledge of the Jewish religion • Experience in transcribing assessments

Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the postholder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not progress further.

Equality and diversity

Jami is proud to be an equal opportunity workplace. We recognise and promote the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details please contact **Tracey Davidson** on 020 8458 2223 or email tracey.davidson@jamiuk.org.

To apply for the role, please send your CV and covering letter to recruitment@jamiuk.org.

Closing date for applications **13th September 2023**