

Young People's (13 to 15) Freelance Counsellor

Role Outline

Role:	Young People's (13 to 15) Counsellor
Hours:	To work with a minimum of 4 clients per week
Salary:	£26 per hour/client session inclusive of all related administration
Reports to:	Young People's 1:1 Counselling & Wellbeing Manager
Main Office:	Highcliffe House, Highcliffe Court, York YO30 6BP
Aim of the role:	To provide time limited counselling (6 sessions) support to young people aged 13 to 15.

Main Duties

- Provide a confidential counselling service to young people aged 13 to 15. Manage own case list of clients sessions per week, offering each person 6 once weekly 1:1 counselling sessions (same day & time each week) either in person at a York Mind premises or by telephone or online video call.
- To work in accordance with professional best practice guidance and relevant legislation, and uphold the policies and procedures of York Mind.
- Manage own client appointments, encouraging and monitoring client attendance.
- Maintain confidentiality and contract procedures in agreement with York Mind policies, liaising where necessary with the service manager.
- Maintain up to date appropriate records of counselling sessions and other client contact records in the York Mind secure database, and in compliance with Data Protection and GDPR procedures.
- Regularly review client work with the service manager taking into account the needs of the client and, in line with the referral criteria and where appropriate, sign post clients to other services.
- Respond appropriately to issue of safeguarding or risk.