

Job Description

Job Title	Family Help Counsellor
Directorate	Children and Young People's Services
Service Area	Family Help
Grade	7
Competency Level	2
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	City wide
Disclosure and barring service (DBS)	Enhanced with Adult and Child Barred List (Adult and Child Workforce)
Job Evaluation Ref No.	A9274

Job Purpose

To provide targeted therapeutic counselling support to school age children who are struggling to maintain good patterns of attendance and behaviour within the school setting.

Directly Responsible For:

Not applicable

Directly Responsible To:

Family Help Team Manager/School Curriculum Manager

Main Areas of Responsibility:

- Work with nominated schools to identify and triage young people who would benefit from individual counselling support
- Complete formulations/assessments and use this information to create meaningful treatment plans
- Plan and deliver counselling sessions that improve the wellbeing and behaviour of the young person
- Build, develop and maintain effective relationships with parents and carers (with the young person's consent) in order to ensure support can be continued within the home environment
- Tailor and amend treatment plans as and when needed
- Advocate for the needs of children and young people
- Become a member of the Team Around the Family and share regular progress updates with the consent of the young person
- Keep up to date records on the relevant system in line with the practice standards
- Identify and respond to any safeguarding concerns raised within counselling sessions
- Actively respond to the needs of children and young people by completing referrals to relevant organisations
- Contribute to team meetings and offer casework guidance to peers and colleagues
- Attend regular supervision sessions with the Team Manager and provide evidence that work is progressing and that plans are improving outcomes for children and young people

- Develop the City Council's commitment to equal opportunities and promote anti discriminatory practices in all aspects of work undertaken
- The post holder may also be required to carry out, as necessary, any other duty deemed to be commensurate with the grade and status of the post and the skills and experience of the post holder
- Make use of Information Technology as required by the City Council
- Attend staff meetings, reviews, planning meetings and conferences and contribute towards plans and objectives for children and young people
- Make use of all training and developmental opportunities and demonstrate responsibility towards own professional development
- Contribute to evaluation and development of services and new ideas by sharing knowledge about theory, skills and practice with other Children's Services staff, professional groups and interested bodies
- Establish working relationships with service users and actively engage them through consultation, participation and partnership. Ensure that service users views are always sought and recorded
- Maintain an up-to-date knowledge through training, reading and supervision of the legal framework and responsibilities relevant to the requirements and location of the post
- Work within a performance management framework to carry out duties to the highest standard of professional practice, consistent with all of the City Council's policies, code of practices, vision, aims, values and principles

Supervision and Management Responsibility:

- No supervisory or line management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post holder will be required to travel to meet business needs, including attending visits to residents' homes

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Hold a recognised qualification in counselling or therapy (A, I)
- Current recognised membership of a relevant professional body (A, I)

Desirable

- A commitment to undertake further training and development.

Experience

Essential

- Experience of delivering counselling to children and young people (A, I)
- A clear understanding of child protection procedures and commitment to safeguarding children and vulnerable adults (A, I)
- Demonstrates a clear understanding of the needs of service users and stakeholders (A, I)

Desirable

- Experience of working in an education setting
- experience of de-escalation of challenging client behaviours



Skills/Abilities

Essential

- Ability to complete formulations, assessments and treatment plans (A, I)
- Ability to respond to changing needs of the client group (A, I)
- Good written and verbal communication skills (A, I)
- Ability to communicate effectively with a diverse client group (A, I)
- Ability to maintain accurate and reflective records (A, I)

Desirable

- Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads
- Keeps up to date with relevant research and incorporates this into practice
- Ability to collaborate effectively and work in partnership with parents and professionals
- Ability to recognise and promote safety, health, wellbeing, and emotional resilience for both self and colleagues
- Ability to follow through on agreements with children, young people and families and demonstrate client empathy
- Ability to take advantage of, and use, information technology, including EHM

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



- A commitment to Early Help aims, objectives and principles

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.
- To work flexibly to support the overall operation of the Service (A, I)

Desirable

- Ability to demonstrate good level of Computer and IT skills