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| **Job Title:** Clinical Team Lead | **Location:** Co-locatedBray / Arklow |
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| **Reporting To:** Chief Operating Officer Directly &Board of Directors indirectly (presenting at Board Meetings) | **Hours: 25 hours per week****3 days per week:** **Co-located in our Bray and Arklow Centres** |
| **1. JOB PURPOSE:**

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| Living Life Counselling is a voluntary organisation providing counselling services for people on low incomes. Founded in 1996 Living Life Counselling has two centres in Bray and Arklow. We deliver a vital social service which helps people cope with difficult life issues such as bereavement, stress, depression, separation, suicide and addiction. Counselling is provided by volunteer counsellors who give their time to the service on a part-time basis, working with clients from five years of age and upwards. The Clinical Team Lead will provide specialist expertise which will help position LLC as a leading provider of counselling services to our target group.  |

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| **2. KEY RESPONSIBILITIES AND ACCOUNTABILITIES:** The key responsibilities in the role are:* To work with the Board of Directors and Chief Operating Officer in setting strategic direction and policy development relating to the provision of counselling services.
* To provide clinical leadership to the counselling coordinator team and help develop the counselling model currently used within LLC in both the Bray and Arklow Centres.
* To ensure that clinical aspects of the LLC counselling service are delivered to levels of quality agreed with the board of directors.
* To make recommendations as needed on continuous improvement activity which will help LLC provide the best service it can to its clients.
* To assist with the recruitment of counsellors focusing on required competences and assessment / selection of candidates.
* To ensure and support the security of the building via lock ups, alarm systems and calling tree lists.
* To review client initial assessments, support the Clinical Manager in relation to this and ensure documentation is in line with procedure
* To ensure the Clinical team is run efficiently and professionally, keeping in mind clinical guidelines, legislation and ethics.
* Be aware of Risk and Health and Safety with clients, volunteers and staff.

Governance* To ensure an appropriate governance framework is in place consistent with statutory obligations, ethical standards and good professional practice.
* Continue to review and evolve all policy documents including the governance code, health and safety, clinical, HR, garda vetting.
* Standard documentation reviewed and managed into one central point.
* Being up to date on current research and governance that may impact LLC.
* Taking a leadership role on the Ethics Subcommittee

Volunteer Welfare:* Managing students on placements and linking in with their supervision supports
* Implementing a system of regular volunteer review and support
* Mentoring volunteers and staff within the centre
* Ensure that volunteers are supported in their understanding of agency policy, procedure and practise.
* Identify emerging and ongoing training needs and develop programmes to meet the gaps and requirements.
* Deliver training programmes using a variety of techniques, educational aids, and media, including online learning tools and platforms.

Promoting the Service* Networking with local agencies, GPs, and other health care providers
* Building a strong volunteer base by meeting with colleges, and networking with psychotherapists and supervisors looking to build on their practice.
* Any other duties as deemed appropriate by management.
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| **3. REQUIREMENTS SPECIFIC TO THIS POST:**The person appointed to this role will have a background in the development and provision of counselling services evidenced by:* Senior management experience working as a source of clinical expertise.
* A track record of success relating to the development and provision of leading-edge services within the counselling area, ideally in the voluntary sector interfacing clients with low income.
* A high degree of experience, expertise and knowledge relating to best practice in the clinical delivery of therapeutic counselling services.

You will be a person who:* Has experience in a supervisory capacity with a strong clinical counselling background.
* Fully accredited counsellor and supervisor with the IACP, IAHIP, NAPCP or equivalent.
* Is skilled in the development and implementation of best practice in the delivery of counselling services.
* Is expert in all areas related to the clinical aspects of offering a counselling service.
* Has a strong personal empathy with the values, ethos and mission of Living Life.
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| **4. REQUIREMENTS EXPECTED OF ALL LIVING LIFE STAFF:*** Demonstrate a sound work ethic, support the mission of Living Life Counselling and have the ability to work within its values, policies and procedures.
* To be aware of and sensitive to the needs of clients from disadvantaged backgrounds
* To undertake work in a manner that is friendly, flexible, courteous and respectful.
* To be discreet and aware of issues of privacy and confidentiality
* To be a team member and to participate in the efficient flow of information to all work colleagues.
* To show reasonable flexibility in relation to the hours of attendance and to cover for absent staff members when necessary.
* To contribute as appropriate to the development of policy and procedures within the area of expertise of the position
* To actively participate in staff meetings
* To be vigilant of any Health, Safety and Welfare risks in the workplace.

The above statements are intended to describe the general nature and level of work being performed by people in this job category. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills. |