



1. ROLE IDENTIFICATION

Role Title:	Associate Clinical Supervisor
Responsible to:	Clinical Quality Lead
Department(s):	Operations
Tenure of Post:	Self-employed / flexible hours
Hourly rate:	£35 p/h (subject to experience)

2. ROLE PURPOSE

This role is responsible for providing clinical supervision to Lifelink practitioners, ensuring safe and ethical practice and support clinical performance and development of counsellors practice, as well as contributing to the quality assurance of our therapeutic service delivery.

3. Lifelink Vision, Mission and Values

At Lifelink people are at the heart of all that we do. Those people are our colleagues, our clients, our students and volunteers and our external partners and stakeholders. We live by our vision, mission and values and bring these to life every day in the way we behave. This sets the tone for the way we:

- Plan and make decisions
- Behave with clients, stakeholders and each other
- Recruit colleagues

Our **vision** is that people are healthier and happier wherever they live, work or learn.

Our **mission** is to improve the mental and emotional health and wellbeing of adults and young people in Scotland.

Our **values** are that Lifelink people will all behave in a way that:

- Is **PROFESSIONAL** - being passionate about working at Lifelink and taking pride in how we are all perceived.
- Is **INCLUSIVE** - contributing to a sense of support, belonging and respect that includes everyone associated with Lifelink equally without restriction or discrimination
- Is **SUPPORTIVE** - providing an excellent level of service to customers (colleagues, staff, stakeholders) making sure their needs are understood, met and managed. Demonstrating an understanding of the needs and issues of communities.
- Is **INNOVATIVE** - proactively seeking out new, different or more effective ways of working to make a positive difference to Lifelink.
- Evidences **INTEGRITY** - taking time to respect and understand others and be transparent and honest in all dealing with people internal and external to the business.

ROLE DESCRIPTION

4. Role requirements

1. Provision of clinical supervision to our therapeutic staff, both on a one to one basis and in groups (where appropriate).
2. Maintain accurate electronic records of work so as to allow the effective monitoring, review, audit and evaluation of the services you provide.
3. Maintain and develop clinical knowledge; clinical expertise; registrations; accreditations and insurances
4. Participate (on request) in the effective monitoring, review and evaluation of the service provided.
5. Participate (on request) in quality improvement, audit and research activities as required.
6. Exercise personal and professional responsibility for the systematic clinical governance of your own practice and that of the staff you supervise on our behalf.
7. Provide (on request) evidence of developing and maintaining your own CPD in relation to counselling and supervisory practice.
8. Fulfil the BACP/BABCP or suitable equivalent code of conduct and follow relevant ethical guidelines in your professional work
9. Develop and maintain positive working relationships with our staff and provide agreed reports and service monitoring information
10. Adhering to Lifelink policies and procedures, and in particular Safeguarding, Child Protection, Confidentiality and Vulnerable Adults, at all times
11. Supplying other appropriate services as requested by the Clinical Quality Lead / other Senior officer of the company

5. Key behaviours we expect of our staff and our associate providers

Commit to managing your supplier relationship with us in line with the Lifelink Values and Behaviours policy, and:

1. Be proactive.... don't wait for it to happen, make it happen
2. Be open and honest... your reputation is everything
3. Be reliable... make good on all your promises
4. Be equitable.... be fair with everyone
5. Listen... to all staff and feedback your understanding of their, thoughts, needs and concerns
6. Innovate like an entrepreneur.... work like its your business, your money, your staff and your customers
7. Think growth, quality and above all community

ROLE DESCRIPTION

Person Specification

Post Title: Associate Clinical Supervisor

Selection Factors (Person Specification)		Criteria
QUALIFICATIONS & TRAINING	Essential	<ul style="list-style-type: none"> • Registration/Accreditation with BACP/BABCP/UKCP • Post graduate Diploma/MA Integrative Counselling/Psychotherapy • A professional qualification in Clinical Supervision • Evidence of ongoing Professional Development in Counselling post accreditation
EXPERIENCE	Essential	<ul style="list-style-type: none"> • A minimum of two years post registration clinical experience in Counselling Supervision • Experience of working autonomously • Experience of conducting mental health assessments and risk assessments
	Desirable	<ul style="list-style-type: none"> • Extensive post qualifying experience of delivering clinical supervision theory and practice • Experience of working in the third, social, private, community and corporate sectors • Experience of providing basic cognitive behavioural/integrative interventions under supervision • Substantial experience of treating a wide range of psychological disorders using Counselling • Experience of collating and recording clinical outcomes • Experience of providing Counselling/supervision on a group basis
KNOWLEDGE	Essential	<ul style="list-style-type: none"> • Sound knowledge of relevant procedures and legislation • Sound knowledge of therapeutic services
	Desirable	<ul style="list-style-type: none"> • Sound knowledge of organisational policies and procedures e.g. information security, attendance management, disciplinary, capability and support and supervision policies • Awareness of the impact of health inequalities on stress and mental health
COMPETENCIES & SKILLS	Essential	<ul style="list-style-type: none"> • Well developed management, intra and inter personal and communication skills • Coaching/mentoring skills and approach • A participative supervision style • Coordination and decision making (able to organise, plan and prioritise work) • Valid driving licence and access to own car
PERSONAL CHARACTERISTICS AND OTHER	Essential	<ul style="list-style-type: none"> • Ability to respond constructively to internal organisational and external environmental change • Able to build effective and engaging relationships • Resilient • Reliable • Collaborative • Assertive and can challenge constructively • Solution focussed • Adaptability and flexibility of approach