

Candidate Information Booklet

Health and Wellbeing: Clinical Coordinator

(Ref: HWCC/09/2021)

Closing date for applications:

12 noon on Monday 27th September 2021

***Interviews expected W/C 4th October 2021***



###### 

###### **Job Description**

Job Title: Clinical Coordinator – Maternity Cover

**Responsible to:** **Clinical Lead**

Location: Belfast

Duration: 12-month fixed term contract subject to the return of the substantive postholder

Hours: 37.5 hours per week

Salary: £30,507 + 7% pension contribution

*JOB BACKGROUND*

Bridge of Hope, a project within the Health and Wellbeing department of Ashton, is a service that supports individuals, families and communities affected by the conflict and poor levels of physical and emotional health. We do this through the delivery of complementary therapies, life coaching, counselling support for children, young people and adults, legacy and conflict analysis, as well as accredited training and personal development courses.

Bridge of Hope’s Mission statement is: -

**"**To empower and promote positive change for victims and survivors through delivery of quality health and wellbeing services**."**

Further information can be accessed on our websites – [www.ashtoncentre.com](http://www.ashtoncentre.com) [www.thebridgeofhope.org](http://www.thebridgeofhope.org)

**Main purpose of job:** The Clinical Coordinator will be required to support the Clinical Lead in their clinical administration and audit functions of Ashton’s Bridge of Hope project, as well as contribute to the organisational triage and assessment processes.

**Main Duties and Responsibilities**

1. To provide ongoing support to the Clinical Lead to ensure the highest quality of service delivery to all clients.
2. To carry out initial triage assessments of referrals made to the project to assess suitability for counselling and other needs based on clinical risk strategy.
3. To ensure adherence to all processes and procedures of the department by sessional practitioners.
4. To oversee the clinical administration of sessional practitioners and to be responsible for the completion and recording of third party correspondence.
5. To maintain and manage the use and completion of all evaluation systems and processes such as CORENet and Measure Your Own Medical Outcome Profile (MYMOP).
6. To manage a small caseload (5 client’s maximum) providing one to one counselling to victims of the conflict and their dependants who have been affected by transgenerational, conflict related trauma.
7. To maintain confidential, professional and appropriate records of all client contact on paper and within the department’s CRM system.
8. To work ethically and professionally within the available contractual time frame with clients.
9. To attend regular team meetings and line management.
10. To attend external clinical supervision on a monthly basis.
11. To maintain current membership with BACP.
12. To maintain adequate records of clinical work and provide appropriate statistical returns, and to assist with the completion of reports where necessary.
13. To maintain a professional attitude at all times towards clients, staff and all those in contact with Bridge of Hope/Ashton.
14. To provide clinical support to practitioners and colleagues as and when required.
15. To promote services and attend meetings in the absence of the Clinical Lead.

**This job description is not incorporated into the employee’s employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder.**

**The post holder will be expected to work to objectives agreed with the line manager.**

**This post is subject to completion of an Enhanced Access NI check.**



**Person Specification**

**Essential Criteria**

1. To be accredited with BACP **OR** working towards accreditation (with a clearly identified intended date for submission) with a minimum of 450 post-qualification supervised counselling hours and BACP Certificate of Proficiency.
2. Knowledge and experience of managing client risk, and maintaining boundaries and confidentiality appropriately.
3. Knowledge and experience of working with trauma.
4. Ability to establish and maintain professional relationships with other statutory/community/voluntary groups.
5. Working knowledge and experience of monitoring and evaluating clinical outcomes.
6. An understanding of a range of presenting issues and suitable interventions within a community counselling setting.
7. Experience of providing direct line management to contracted and sessional practitioners.

**Desirable**

1. Previous experience of providing Clinical Supervision within a community counselling environment.
2. Previous experience of delivering training.
3. CBT Level 5 – or working towards.
4. Previous experience of using computerised management information systems.

**Skills and Abilities Essential**

1. Ability to work flexible hours (including evening work and weekend work).
2. Willingness to undertake training required for the post.
3. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
4. Ability to create and sustain effective working relationships and build consensus with key stakeholders.
5. Excellent written and oral communication skills.
6. Sound knowledge of ICT including all Microsoft Office applications (word, excel, outlook, internet etc).
7. Excellent interpersonal skills to work within a team and build good working relationships.
8. Excellent organisational skills.

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* The space available on the application form is the same for all applicants and must not be altered.
* Ashton will not accept CV’s, letters, or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in more detail. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by Email to HR@ashtoncentre.com
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form and monitoring form.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton to meet the required deadlines.
* Ashton will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 322289 or email at [HR@ashtoncentre.com](mailto:HR@ashtoncentre.com).

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Feedback**

Ashton is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>



**Confidential**

Ashton

Ashton Centre, 23 Henry Place, Belfast BT15 2AY

**Employment Application Form Application Number: HWCC/09/2021**

Please complete this application form in **typescript** **only** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | **Clinical Coordinator** |  |  |
| **Hours:** | **37.5 hours per week** | | |
| **Closing Date and Time:** | **12 noon on Monday 27th September 2021** | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
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**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

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| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
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| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
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**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

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| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
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| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

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| **Essential Criteria** |
| **1. To be accredited with BACP OR working towards accreditation (with a clearly identified intended date for submission) with a minimum of 450 post-qualification supervised counselling hours and BACP Certificate of Proficiency.** |
| **2. Please demonstrate knowledge and experience of managing client risk, and maintaining boundaries and confidentiality appropriately.** |
| **3. Please detail your knowledge and experience of working with trauma.** |
| **4. Please outline your ability to establish and maintain professional relationships with other statutory/community/voluntary groups.** |
| **5. Please detail your working knowledge and experience of monitoring and evaluating clinical outcomes.** |
| **6. Please provide an understanding of a range of presenting issues and suitable interventions within a community counselling setting.** |
| **7. Please detail your experience of providing direct line management to contracted and sessional practitioners.** |
| **Desirable Criteria** |
| **1. Please detail your previous experience of providing Clinical Supervision within a community counselling environment.** |
| **2. Provide details of previous experience of delivering training.** |
| **3. CBT Level 5 – or working towards.** |
| **4. Previous experience of using computerised management information systems.** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date………………………………….** |
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| **Data Protection Act:** |
| Under the General Data Protection Regulations, Ashton is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record, your information (excluding the equal opportunities monitoring form) may be required to be viewed by funders for audit purposes. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton. |

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| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |



**MONITORING FORM JOB REFERENCE NO: HWCC/09/2021**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

**When you have completed this questionnaire, please return it to:**

**The Monitoring Officer,**

**ASHTON,**

**McSweeney Centre, 15-31 Henry Place, Belfast BT15 2AY**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





