



Serving and Protecting Selsey's Young People

Youth Dream (Selsey) Limited  
Registered in England and Wales  
Company Registration No. 8752886 Registered Charity No. 1155982

## **The Bridge Youth Support Centre**

### **JOB DESCRIPTION**

#### **POST OF KEY WORKER – CHILD AND ADOLESCENT COUNSELLOR / THERAPIST**

**JOB HOLDER:**

**RESPONSIBLE TO:**

**COMMENCEMENT  
DATE:**

**POST / PAYROLL  
NUMBER:**

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Registered Office:

Youth Dream (Selsey) Ltd is a registered charity (No. 1155982) and a company ( No. 8752886) registered in England and Wales. Registered address c/o Unit 3 Selsey Business Centre, The Bridleway, Selsey, West Sussex PO20 0RS.

## **KEY WORKER – EMOTIONAL WELLBEING**

### **RESPONSIBLE FOR**

The post holder is responsible for the provision of mental health and emotional wellbeing support through the delivery of one to one counselling and / or therapy to clients of The Bridge and liaison with their families and involved agencies. The post holder will have extensive knowledge of current safeguarding law and practice.

### **AUTHORITY OVER**

N/A

### **AUTHORITY TO LIAISE WITH**

Clients of The Bridge

Parents and carers of Clients

Pastoral staff of schools

Teaching staff of schools

External agencies and partners relevant to individual clients

### **MEETINGS TO BE ATTENDED ON A REGULAR BASIS**

Team Meetings

Case Conference Meetings

Client Meetings

Relevant Client Case Conferences

### **MAIN ACTIVITIES OF POST HOLDER**

1. To provide one-to-one counselling and / or therapy sessions to clients of The Bridge and to liaise as required with their families, teachers and other agencies as applicable.
2. To adhere to the Referral Procedures for new and departing clients, in particular the assessment of new clients and management of the termination process of counselling services for individuals.
3. To adhere to the Safeguarding Policy at all times. To report to The Bridge Manager any concerns regarding the welfare of any the clients of The Bridge arising from the sessions, projects, initiatives and works carried out.

4. To carry out session reviews with clients, complete Client Session Forms / Reports for those clients worked with and attend Session Debriefs as required. To accurately record sessions in line with safeguarding procedures and Youth Dream's Data Protection Policy and Confidentiality Policy.
5. To contribute to case conferences and advise of actions, issues or other relevant data for the safe guarding and well-being of the clients.
6. To attend and support group activities, workshops and events as organised by The Bridge.

#### **POLICY AND PROCEDURE ADHERENCE**

The post holder will adhere to The Bridge's policies and procedures and with particular regard to:

Code of Conduct Policy  
Data Protection Policy including GDPR  
Equal Opportunities Policy  
Health and Safety Policy  
Lone Working Policy  
Safeguarding Policy  
Sickness Absence Policy and Procedures  
Staff Development and Appraisal Scheme Procedures  
Training and Learning Policy

The post holder is expected to maintain an up-to-date awareness of the provisions and requirements of the Policies and be aware of the Policies and Procedures of The Bridge Youth Support Centre and the Youth Dream Charity.

#### **OTHER SUCH DUTIES AS MAY BE REQUIRED FROM TIME TO TIME WITHIN THE PAY LEVEL AND COMPETENCE OF THE POSTHOLDER**

From time to time the post holder may be requested to undertake other such duties as may be required to meet the needs of the business.

#### **SUPERVISION AND PROFESSIONAL THERAPY**

This post is subject to receiving financial support for supervision as per Youth Dream's Training and Learning Policy. Youth Dream does not fund Professional Therapy except in

exceptional cases (please refer to Youth Dream’s Training and Learning Policy) and post holders are advised that they should fund Professional Therapy themselves.

Youth Dream may choose a supervisor or fund the employee’s chosen supervisor subject to funding.

**WORKING HOURS**

This post is offered on a term time basis, with pay pro rata across twelve months. Overtime may be requested in advance for clients requiring sessions during holiday periods and will be paid at an hourly rate.

**DATE OF ISSUE:**

**SIGNED: (JOB HOLDER)**

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**SIGNED: (MANAGER)**

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(For and on behalf of Youth Dream and The Bridge Youth Support Centre)