



Counsellor Job description Abercorn Clinic

Job Title: Counsellor

Location: Abercorn Clinic, Livingston

Reports to: Head of Clinical Operations

Job Purpose:

To provide professional, confidential counselling services to clients presenting with a range of emotional and mental health difficulties within a private clinic setting. The Counsellor will work independently, managing their own caseload and adhere ethical guidelines and best practices.

Key Objectives:

- To establish and maintain safe, ethical, and collaborative therapeutic relationships with clients across the lifespan, fostering an environment of trust and non-judgment necessary for meaningful client work.
- To conduct thorough initial consultations and ongoing case formulation to clearly identify client needs, therapeutic goals, and appropriate intervention strategies, ensuring treatment plans are continually reviewed and aligned with client progress.
- To deliver evidence-based and professionally governed counselling sessions utilising specialised therapeutic modalities, ensuring practice adheres strictly to ethical guidelines and best practices set by relevant professional bodies (e.g., BACP, COSCA).
- To actively communicate and collaborate with the clinic's multidisciplinary team (MDT), including Psychologists and other allied health professionals, to ensure seamless and holistic support for clients with complex needs.
- To proactively assess, manage, and report any clinical risk in line with clinic policies and legal requirements, while rigorously maintaining client confidentiality and professional boundaries.
- To engage fully and consistently in clinical supervision and pursue Continuous Professional Development (CPD) to enhance clinical effectiveness, maintain professional registration, and contribute to the overall quality of the counselling service.

Key Responsibilities:

- Conduct initial assessments with clients to explore their presenting issues, gather relevant history, and collaboratively develop a therapeutic plan. This includes identifying client needs, strengths, and resources.
- Provide individual counselling sessions using appropriate therapeutic modalities (e.g., CBT, person-centred, psychodynamic) tailored to the client's needs.
- Manage a caseload of clients, maintaining accurate and up-to-date records of all client interactions, progress, and therapeutic plans.
- Adhere to the ethical framework and professional guidelines of the relevant professional body (e.g., BACP, COSCA). Maintain client confidentiality and ensure professional boundaries are upheld.
- Identify and refer clients to other appropriate services when necessary (e.g., psychiatric services, social work). Liaise with other professionals involved in client care, with client consent.
- **Professional Development:** Engage in regular clinical supervision and continuing professional development (CPD) to enhance skills and knowledge.
- **Clinic Contribution:** Participate in team meetings, case discussions, and contribute to the overall development of the clinic's counselling services.
- **Administrative Tasks:** Manage appointment scheduling, client billing (if applicable), and other administrative tasks related to client management.

Specific Responsibilities (May Vary):

- Specialisation in specific client groups or therapeutic approaches (e.g., couples counselling, trauma therapy, addiction counselling). This should be clearly stated in the job advert if applicable.
- Delivery of group therapy or workshops.
- Contribution to the clinic's marketing and outreach activities.

Qualifications and Experience:

- A recognised professional qualification in counselling (e.g., Diploma in Counselling, Masters in Counselling).
- Registration with a relevant professional body (e.g., BACP, COSCA). Accreditation is often preferred.
- Substantial experience of providing counselling to individuals.
- Demonstrable knowledge of different counselling approaches and their application.
- Experience working with a diverse range of clients and presenting issues.
- Excellent communication, interpersonal, and listening skills.
- Ability to work independently and manage a caseload effectively.
- Strong ethical awareness and commitment to professional standards.
- Experience working in a private practice setting is desirable.

Personal Attributes:

- Empathy, compassion, and a genuine interest in helping others.

- Ability to build rapport and establish trust with clients.
- Resilience and ability to manage emotional challenges.
- Commitment to ongoing professional development.

Working Conditions:

- The role will be based in a private clinic setting.
- Working hours may include evenings and weekends to accommodate client availability.
- The role may be full-time or part-time, depending on the needs of the clinic.