



# Job Description

## Therapist

<b>Special Terms:</b>	0.7 FTE (26 hours per Week) Part-time Permanent (Subject to funding)
<b>Salary:</b>	£20,832 + 10% pension
<b>Accountable to:</b>	Talking Therapies Programme Manager
<b>Closing Date:</b>	9am – 18 <sup>th</sup> Feb 2025
<b>Interview Date:</b>	25 Feb 2025
<b>Panel:</b>	Emine Akkunt, Sophie Lambe

### Role Summary

LGBT Foundation is an impactful, vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual and trans people. LGBT Foundation is looking for a High-intensity Therapist, who have completed, at least one of the following NICE-approved modalities:

- Counselling for Depression (CFD)
- Brief Dynamic Interpersonal Therapy (DIT)
- Interpersonal Psychotherapy (IPT)
- Couple Therapy for Depression (CTfD)
- Cognitive Behavioural Therapy (CBT)
- Mindfulness-based cognitive therapy (MPCT)
- Eye movement desensitization and reprocessing (EMDR)

*\*Please utilise the [NHS Talking Therapies Manual](#), page 21 and 22, to ensure that your training meets the required competency levels for this position.\**

The post-holder will be expected to provide high quality counselling services (Face to Face and Remote) to LGBTQ+ adults who are experiencing mild to moderate mental health problems (step3), working autonomously within professional guidelines and ethical frameworks. Therapy will be delivered in line with NICE guidelines, with the post-holder meeting agreed key performance indicators (KPIs) as set by the Talking Therapies Manager.

The post-holder will be expected to work closely with other Talking Therapies Programme colleagues as well as the wider Services Team; ensuring that all clients receive a seamless service from LGBT Foundation; from referral to discharge.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans, non-binary and/or older people (aged 50+), to improve the representation of colleagues from these communities in our staff team.

***\* Trans is an umbrella & inclusive term used to describe people whose gender identity differs in some way from that which they were assigned at birth; including non-binary people, cross dressers and those who partially or incompletely identify with their sex assigned at birth.***

## Role Accountabilities

### Manage, monitor and support an active caseload of client seeking therapeutic support.

- Accept allocations via agreed protocols within the service, working closely with the Talking Therapies Programme Manager to ensure clients are put onto the most appropriate treatment pathway.
- Assess clients for suitability for counselling, stepping up or down using appropriate referral pathways if the client is deemed inappropriate for the service in partnership with the Talking Therapies Programme Manager and Coordinator.
- Adhere to an agreed activity contract relating to the number of client contacts offered and clinical sessions carried out per week to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- Liaising with the talking therapies programme manager where extensions are required for clients.

- Provide interventions to clients presenting with multiple and complex personal difficulties including those arising from mild to moderate mental health difficulties, based on accurate understanding and utilising a conceptual framework of the client's difficulties.
- Maintain resilience and seek support when working with client's who present with complex, distressing or high-risk needs.
- Exercise sound theoretical knowledge of the processes of counselling based on evidence of efficacy and employ a range of short-term counselling interventions to meet the needs of the referred client.
- Maintain the highest professional standards of practice by undertaking regular professional/clinical supervision and caseload/ 1:1 management supervision.
- Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- Assess and integrate issues surrounding work and employment into the overall therapy process.

**Ensure accurate recording keeping, notes of all client engagement and follow policies, procedures and processes for the talking therapies programme.**

- Ensuring the completion of PHQ9/GAD7 tools in each session to support with the collection of outcome data across the service.
- Ensuring all salesforce related admin is completed at the earliest possible time, including but not limited to updating all clients contact (including those with professionals in relation to the client), attaching outcome measurements and closing cases with all relevant information.
- Follow LGBT Foundation protocols and best practice in the assessment and
- Keep factual and timely records of all clinical activity in line with service protocols.
- Ensure that client confidentiality is protected at all times and that LGBT Foundation's safeguarding principles, policies and procedures are adhered to at all times including best practice around assessment, managing and monitoring risk, and sharing information externally where required.
- Comply with LGBT Foundation's Information Governance and GDPR guidelines and DPA policies, ensuring that all sensitive information is dealt with in line with organisational standards.
- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance.

- Produce activity reports as requested by the Talking Therapies Programme Manager and other senior colleagues.

## **Engage in learning, support the development of the programme and keep knowledge updated with best practice guidance.**

- Ensure the maintenance of standards of practice established by LGBT Foundation and any regulating, professional and accrediting bodies (e.g. UKCP, BACP), and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
- Be aware of and keep up to date with advances in the spheres of evidence-based psychological therapies and mental health.
- Display an ongoing commitment to developing the knowledge and skills required to work effectively with a wide range of LGBT clients.
- Engage with the Talking Therapies Programme Manager on a regular basis as part of continuing professional development to identify, discuss and review clear professional objectives.
- Keep up to date all records in relation to Continuous Professional Development and training in relation to the role which may be requested for submissions to commissioners.
- Explore opportunities to develop therapeutic group support for suitable clients.
- Provide regular feedback to the Talking Therapies Programme Manager on any issues or barriers to practice, including supporting the creation of solutions or processes to streamline or improve the service.

## **LGBT Foundation Accountabilities**

- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by all LGBT communities. LGBT Foundation will challenge any discriminatory behaviour or language if it occurs.
- Further, LGBT Foundation has a commitment to using the insight gained through its work to make the organisation more inclusive and representative of all LGBT communities.
- Completion of specific tasks allocated through work plans, project plans and the annual business plan of LGBT Foundation.
- Provision of monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- We are a learning and development organisation and will consistently provide and support opportunities for staff to exceed theirs and our expectations. In common with all

staff, you have a responsibility for drawing attention to your own training needs as well as those of colleagues that you work with that LGBT Foundation will then aim to support you with.

- Any other duties in line with your skills and abilities, as directed by your line manager.
- All staff are expected to maintain a flexible approach to their roles and respond to the LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period of time. This will be done in consultation with the post holder.

## Person Specification

### Skills & Abilities

- Excellent interpersonal skills.
- Relevant skills needed to use technology e.g. Microsoft suite including teams, WhatsApp, and to use online case management systems (training to be provided)
- Able to develop good therapeutic relationships and rapport with clients, fostering concepts of inclusion and accessibility.
- Ability to remain motivated when dealing with ongoing therapeutic engagement.
- Ability to work within a team and foster good working relationships.
- Ability to work under pressure and seek support where required.
- Regard for others and respect for individual rights of autonomy and confidentiality
- Ability to be self-reflective, whilst working with service users and in own personal and professional development and in supervision
- Able to remain calm and resilient when dealing with disclosures of risk or where multiple presenting needs are identified.

### Experience

- Completion of a British Association for Counselling and Psychotherapy accredited counselling course at diploma level (4) or equivalent
- Evidence of working towards British Association for Counselling and Psychotherapy Accreditation
- Demonstrable experience of delivering short-term counselling
- Experience of working towards and meeting agreed performance and service targets.
- Experience of managing own time and caseload.
- Experience of working with clients who disclose risk, completing risk assessments, and monitoring risk through engagement.

### Knowledge & Understanding

- Demonstrates an understanding of anxiety and depression and how it may present in a primary care setting.
- Demonstrates knowledge of the issues surrounding work and the impact it can have on mental health.

- Demonstrates excellent knowledge of the theory and practice of at least two therapeutic models.
- Knowledge of medication used in the treatment of common mental health problems, particularly depression and anxiety.
- Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post.
- Robust knowledge and understanding of the common experiences and needs of the LGBT Community.

## Other

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

## Terms and Conditions

- (i) **Hours** – 26 per week– with an expectation of evening and weekend work.
- (ii) **Annual Leave** – 26 days per annum (0.7FTE pro rata) rising to 31 days (pro rata) per annum after 5 years of service.
- (iii) **Probation Period** – Post subject to successfully completing a 6-month probationary period.
- (iv) **Hybrid Working** – As an organisation we follow a hybrid method of working. A commute to identify places of work would need to be self-funded so please bear this in mind if you don't live locally. If you have any queries, please contact Emine Akkunt on [emine.akkunt@lgbt.foundation](mailto:emine.akkunt@lgbt.foundation)

We understand that working for an LGBT organisation could impact on your identity, community, and/or culture. If you would like to discuss this or any aspect of the role further, please contact Emine Akkunt on [emine.akkunt@lgbt.foundation](mailto:emine.akkunt@lgbt.foundation)