

Job Description

Job Title: Occupational Health Counsellor



South Yorkshire
POLICE

Service: Occupational Health and Wellbeing
Reporting to: Sara Addison

Grade: F
Location: Escalfeld

Salary:
Hours: 37

Role Purpose

The Occupational Health Counsellor role resides within the Wellbeing Team and is critical to the core function of the overall wellbeing service. The aim of the wellbeing service within SYP is to encourage and maintain attendance at work, support a sustainable return to work for those people returning to the workplace, to ensure that risks to health are minimised and to provide a superior wellbeing offering to support the complex nature of South Yorkshire Police.

The Occupational Health Counsellor is required to provide psychological support for the workforce in the form of counselling, psychological health screening, EMDR (where trained and it is appropriate to do so), and health promotion services. Support can either be through the direct provision of appropriate services or via signposting to agreed external services. Specific areas for counselling include; post-traumatic stress, work related stress, bereavement, depression, anxiety, ill health and psychological resilience strategies.

Key Accountabilities

- Conducting appropriate counselling services in line with the South Yorkshire Police Counselling Policy including assessment interviews and signposting to external services, where required.
- Manage own caseload within agreed timescales and frequency as indicated in the Force service agreement.
- To work with and comply with the agreed framework, focussing on solutions and support, in line with South Yorkshire Police's Counselling Policy.
- Responsible for maintaining professional development and maintenance of evidence-based practice, including regular review of work, completion of relevant clinical practice measurement tools, as well as regular counselling supervision.
- Spending time in force promoting services and offering proactive support on resilience, stress and support for officers and staff.
- Ensure delivery of a comprehensive quality counselling service.
- Ensure all records are accurately updated on EOPAS in a timely manner.
- Conduct Psychological Health Screening (PHS) as part of the PHS programme e.g. Sexual Offence/Child Abuse Unit, Traffic, Family Liaison Officers, Criminal Investigations Department (CID) etc.
- Support colleagues via peer supervision and assist others with their caseload.
- Provide statistical analysis for counselling activities delivered in order to support general understanding of the caseload and demand for services.

Skills

- Passion for excellence and high standards of client care.
- Excellent communication, influencing and relationship management skills.
- Excellent record keeping and written skills.
- Ability to conduct one-to-one assessments and deliver required services or signpost to alternative services.
- Proven ability to manage a challenging workload and support future Occupational Health Plans.
- Use of electronic systems.
- Continuous improvement mind-set by continually seeking improvements to policy, guidance and process to improve the customer journey.

Education and Experience

- Must have a minimum of a Diploma in Counselling, BACP accreditation (or be eligible for this) and 2 years relevant post qualifying counselling experience, preferably in a Police Occupational Health Workplace setting.
- Qualified and experienced in Cognitive Behavioural Therapy, trauma based therapy and at least two other supporting counselling qualification such as Hypnosis or EMDR.
- Being experienced in managing own case load, keeping accurate comprehensive records, assessment interviews, maintenance of waiting list, allocation of appointments and signposting to external services as appropriate.
- Experience of working in specific areas of counselling including – Post traumatic stress, work related stress, bereavement, depression and anxiety, psychological resilience strategies.

Our Competencies

The Competency and Values Framework (CVF) has 6 competencies that are clustered into three groups. This role should be operating, or working towards, the following levels

Resolute, compassionate and committed

Emotionally Aware - Level 2/3

Takes Ownership - Level 2/3

Inclusive, enabling and visionary Leadership

Works Collaboratively – Level 2/3

Delivers, supports and Inspires – Level 2/3

Intelligent, creative and informed policing

Analyses Critically – Level 2/3

Innovative and open-minded – Level 2/3