

JOB DESCRIPTION
Counsellor/Mental Health Advisor
Vacancy Ref: A891

Job Title:	Counsellor/Mental Health Advisor	Present Grade:	7P
Department/College:	Student Based Services		
Directly responsible to:	Clinical Lead Mental Health Service		
Location:	University House, Lancaster University		
Supervisory responsibility for:	N/A		
Other contacts			
Internal: Senior Management, College Officers, Academic Staff, Chaplains, Security/Porters, Health Centre, Student Based Services and many others.			
External: NHS support services including Complex Care and Treatment Team, Prime and the Crisis Team, GPs, Police, Parents and Families.			
<u>Job Summary</u>			
The post holder will be required to work with students across the full spectrum of mental health difficulties; so ensuring they obtain appropriate treatment, support & adjustments to enable them to successfully complete their studies.			
<u>Main Clinical Duties</u>			
<ul style="list-style-type: none"> • To offer a standardised mental health assessment to all people referred to the service and to collaboratively determine the most appropriate intervention, including whether an urgent response is required and where further support would best be offered. To manage the risks to self and others, when there may be no other mental health professional support available. • To work autonomously, carrying and managing a caseload, where the nature of the work can be rapid and unpredictable, utilizing time limited evidenced based interventions for a wide range of mental health difficulties. • To advise students regarding reasonable adjustments to study arrangements, access to Disability support services and Disabled Students Allowance, where appropriate. • To maintain accurate contemporaneous electronic and hand written records regarding clinical activity on all service users in accordance with University policies and guidance from professional bodies, including clinical assessment with clear identification of problems and plan of care. • To liaise with students, health professionals and those involved in their care as appropriate. To be responsible for providing an informed opinion and/or verifying students mitigating circumstances to relevant departments, taking part in case conferences where mental health difficulties are prominent. To work with students to determine when there might be a need to prioritise treatment over current continuation of studies, in accordance with university policies. • To act in an advisory and supportive capacity to all officers of the university on issues relating to mental 			

health, acting as a contact and liaison point, particularly in relation to the management and containment of student mental health crisis.

- To actively participate in monthly clinical supervision in order to ensure competence, fitness to practice and to comply with professional standards. To actively participate in weekly team meetings, fortnightly 1.1 meetings and live supervision/observed practice with line manager to review workload demands and service provision.
- To participate in the Universities and professional bodies Continuing Personal Development opportunities to ensure increased knowledge base, self-awareness and enhanced clinical skills and to provide supervision/mentorship to nursing students/counseling associates on placement.

Miscellaneous

- This job description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade in line with service developments as directed by the clinical lead/service manager.
- The post holder will be required to give his/her whole time to the duties of the post & no outside work may be undertaken except with the special permission of the clinical lead & service manager.

Disclosure and Barring Service Criminal Records (DBS) Check

- The post is subject to a DBS check.

Probationary Period

- The post is subject to confirmation of an initial probationary period of 12 months.