

**Northorpe Hall Child & Family Trust**  
Clinical Co-ordinator

**Job Description**

<b>Job Title:</b>	Clinical Co-ordinator (Therapeutic Intervention for children and young people affected by Domestic Abuse)
<b>Hours:</b>	18 hrs per week
<b>Pay:</b>	£29,000 per annum pro rata (37hrs FTE)
<b>Line Manager:</b>	Assistant Service Manager - Counselling
<b>Purpose of the Post:</b>	To have therapeutic oversight of the project. Overseeing clinical discussions and assessments made on the emotional and mental health needs of young people and appropriate support. To coordinate a range of therapeutic interventions. To support with training programmes and the development of psychoeducation information and resources.
<b>Based:</b>	Northorpe Hall, Northorpe Lane, Mirfield, WF14 0QL or elsewhere in Kirklees as required. Some evening and occasional weekend work may be required.

**Context:** Northorpe Hall Child & Family Trust is a local independent charity working to improve the mental health and emotional well-being of children and young people in Kirklees. The post is part of partnership working with Pennine Domestic Abuse Partnership and WomenCentre to provide joined up support for children and young people.

The Clinical Co-ordinator role will oversee clinical discussions with the Domestic Abuse Navigators (DANs) developing systems and processes to ensure high quality assessments and services.

## **DUTIES AND RESPONSIBILITIES**

### **Assessment and decision making**

- To oversee clinical discussions
- To assist in the identification of appropriate referrals and responses
- To review available information and gather more information and opinion from others working to support the child or family to ensure suitability for the programme
- Build positive working relationships with young people and others, minimising the stigma in relation to mental health services and responding to individual and cultural needs.
- Identify key symptoms, situations, relationships and other factors impacting on the child or young person's emotional health, identifying those experiencing severe mental and emotional health difficulties and those at risk, including safeguarding risks and risks to self, and act to manage and reduce those risks
- Consider, in consultation with colleagues where appropriate, the psychological, emotional and mental health needs in each case and what interventions, services or action is likely to be effective.
- Communicate your analysis and recommendations to children, carers, colleagues and other professionals and consider their preferences and feedback to develop an agreed support plan
- Ensure a responsive and positive experience for those accessing or attempting to access support services

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**Support children and families**

- To review requests for support and identify appropriate therapeutic support informed by therapeutic and psychological evidence of effective practice,
- Take responsibility for allocation of children and young people to appropriate support that meets identified needs, ensuring an effective transition into support offered; good communication
- Maintain a positive, respectful, empowering approach through all interactions, building capabilities, confidence and resilience.
- Ensure support is offered at venues, appropriate times/days in response to needs and preferences of individuals, within limitations of available resources
- Use technology and telephones appropriately to support parent/carers and professionals in relation to a supported young person

**Managing information and transitions**

- Keep accurate records of all requests for support, assessments, contacts, meetings, plans and evidence of progress using the database systems.
- Work collaboratively with other services and professionals to coordinate care and interventions, sharing information with individuals, at multiagency meetings and in reports, within limits of consent and confidentiality, in the interests of the child and family
- Communicate, coordinate and develop good working relationships with colleagues and with other organisations and services to ensure the needs of children are met, ensuring positive transitions and referrals
- Assisting with the provision of up to date information about the service making this available to colleagues to enable them to deal with enquiries and requests for support effectively
- Assisting to raise awareness of the project
- Assisting with report preparation for internal use, for funders and others as required

**Managing and developing quality services**

- To develop and maintain the highest professional standards of practice, through professional development, clinical supervision, maintaining up to date knowledge and reflective practice.
- To provide advice, guidance and consultation to other professionals in relation to individual children and young people as required
- To attend regular line management supervision.
- To contribute to the development of services, working closely with the Assistant Service Manager and Service Manager
- Planning own workloads, liaising with other team members to coordinate work
- For those activities within the responsibility of the post, ensure risks are assessed and actions taken to reduce and manage risks
- To follow policies and procedures in place relating to the safeguarding of children and young people, supporting other staff as required.

**Support other Trust activities**

- To contribute to the safe and effective running of the organisation and implementing plans, policies and procedures
- To develop good working relationships with staff and volunteers
- Share skills and knowledge with colleagues, formally and informally
- Supporting young people to contribute to and participate in decision making about Northorpe Hall Child & Family Trust, to volunteer and to make a positive contribution to society
- To undertake other duties as instructed by the CEO

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**PERSON SPECIFICATION**

**Job Title:** Clinical Co-ordinator

(Therapeutic Intervention for children and young people affected by Domestic Abuse)

You will have at least two years' experience of providing therapeutic support and experience of working with children and young people. You will have a relevant degree and/or diploma or equivalent recognised professional qualification in counselling and be a member of a professional body as a registered practitioner. You will have a strong understanding of the factors impacting on mental and emotional wellbeing and the support and interventions that can maintain and improve it; including a strong understanding of the impact of domestic abuse on children's mental and emotional wellbeing.

You will use your skills and knowledge to work with a team to clinically assess and identify appropriate and effective support. You will be accessible and engaging, able to build positive working relationships with those you are supporting or working with. You will demonstrate a commitment to co-production approaches, working in partnership with young people and families, valuing their perspective, knowledge, abilities and strengths. You will also demonstrate a commitment to addressing health inequalities, valuing diversity, and addressing discrimination.

You will be able to communicate clearly, face to face and in writing with children, young people, families, colleagues and other professionals, keeping good records and sharing information respectfully and appropriately as required. You will be able to assess risks to self and others and make onward referrals and recommendations to other professionals and services.

You will be confident in providing support, advice and enabling reflection and practice development in others.

**Essential Criteria - To be considered for this job you must:**

1. Have a professional recognised qualification allowing registration as a practicing counsellor ideally with additional training for counselling with children.
2. Have a minimum of 2 years experience of working with children and young people
3. Have at least two years post qualification experience of providing mental health support (eg 1000+ contact hours)
4. Be registered with BACP/UKCP or other professional body
5. Have an excellent understanding of the factors which can lead to mental health problems in children and young people and what can help.
6. Have strong assessment skills and understating of identifying and responding to risk
7. Be resilient and confident and able to work independently within the responsibilities of the post, managing the challenges and seeking support appropriately
8. Have excellent interpersonal communication skills, able to listen, encourage, respect, motivate and show genuine care for young people as unique individuals.
9. Be able to travel across Kirklees for meetings with professionals. Therefore, access to an appropriate vehicle and business use insurance cover is required. Travel expenses are provided.
10. Be competent in using information technology to maintain records and communicate.
11. Have an enhanced DBS check, with no indication of unsuitability for the post and be willing to undertake Safeguarding training to level 3.
12. Be eligible to work in the UK, providing evidence of ID as required.

In your application, please ensure you demonstrate that you meet the above criteria. The Post holder will be required to complete a DBS disclosure which does not indicate unsuitability for the post.