



Job description

Job title: MS-UK Counsellor

Responsible to: Head of Services

Purpose of the job

To provide online counselling services to people living with multiple sclerosis (MS).

Main responsibilities

To provide online assessments, counselling and single session therapy to people living with MS

To process any administrative tasks associated with the role

To continually build knowledge of MS

To work within MS-UK policies and procedures, and good practice in line with relevant BACP guidelines

To provide feedback to the Head of Services for service development

To provide content for the Communications team for a variety of channels

Other

It is a requirement of the position to remain flexible within your role and to operate across other roles as business needs require for example, providing cover when other members of the team are unavailable.

A willingness to be involved in the wider work undertaken by MS-UK is required.

You must comply with our internal policies and procedures e.g. Health and Safety Policy.

This is not an exhaustive job description and these duties may change from time to time to reflect changes in the organisations circumstances. MS-UK therefore reserves the right to vary the job description in consultation with you.

Key skills and experience

Qualified counsellor, preferably with prior knowledge of MS or a health/social care background

Registration with the BACP

A minimum of 400 hours counselling experience

Experience of completing assessments

Experience of delivering person centred online counselling

Experience of delivering single session therapy

Excellent interpersonal skills

Excellent communication skills

Computer literate

Knowledge and understanding of professional body regulations and ability to interpret correctly

An understanding of Data Protection

An understanding of Safeguarding, and Equality and Diversity

Experience of working in isolation and as part of a team

Reviewed October 2021