



## **Clinical Coordinator**

<b>Job Title:</b>	Clinical Coordinator
<b>Responsible to:</b>	SEFF's Clinical Lead, Director of Services, (Office Manager HR)
<b>Location:</b>	To be negotiated
<b>Contract period:</b>	22.5 hours weekly to the end of March 2026
<b>Hours of work:</b>	Hours of work may be increased following an ongoing review post April 2025.
<b>Salary:</b>	£22,221 P/A Gross for 22.5 hours weekly + 6% pension contribution per annum

### **Main purpose of job:**

The Clinical Coordinator will be required to support the Clinical Lead in their clinical administration and audit functions of South East Fermanagh Foundation (SEFF) as well as contribute to the organisational triage and assessment processes.

### **Main Duties and Responsibilities:**

1. To provide ongoing coordination support to the Clinical Lead to ensure the highest quality of service delivery to all clients.
2. To carry out initial triage assessments of referrals made to the project to assess suitability for counselling and other needs based on clinical risk strategy.
3. To ensure adherence to all processes and procedures of the department by sessional practitioners.
4. To oversee the clinical administration of sessional practitioners and to be responsible for the completion and recording of third-party correspondence

5. To provide supervision of SEFF's Health and Wellbeing Team, ensuring the successful meeting of funding targets.
6. To provide clinical support to practitioners and colleagues as and when required. To line-manage a team of sessional complementary therapists.
7. To maintain and manage the use and completion of all evaluation systems and processes such as CORENet.
8. To maintain confidential, professional and appropriate records of all client contact on paper and within the department's CRM system.
9. To work ethically and professionally within the available contractual time frame with clients.
10. Knowledge and experience of developing Health and Wellbeing policies in particular relating to the discipline of counselling (including risk management).
11. To attend regular team meetings and line management.
12. To attend external clinical supervision on a monthly basis.
13. To maintain current membership with BACP (or equivalent).
14. To maintain adequate records of clinical work and provide appropriate statistical returns and to assist with the completion of reports where necessary.
15. To maintain a professional attitude at all times towards clients, staff and all those in contact with South East Fermanagh Foundation (SEFF)
16. To promote services and attend meetings in the absence of the Clinical Lead.
17. Preparedness and ability to cover the role of Clinical Administrator, during times of absence, including the booking of complementary therapies, and data input to the Measure Your Own Medical Outcome Profile (MyMop) system

**This job description is not incorporated into the employee's employment contract. It is intended as a guide and should not be viewed as an inflexible specification and it may be varied from time to time in the light of strategic developments following discussion with the post holder.**

**The post holder will be expected to work to objectives agreed with the line manager.**

## **Person Specification**

### **Essential Criteria**

1. To be accredited with BACP (or equivalent) **OR** working towards accreditation (with a clearly identified intended date for submission) with a minimum of 450

post-qualification supervised counselling hours and BACP Certificate of Proficiency (or equivalent).

2. Knowledge and experience of managing client risk, and maintaining boundaries and confidentiality appropriately
3. Sound knowledge of ICT including all Microsoft Office applications (word, excel, outlook, internet etc.), and in the use of various forms of technology
4. Previous experience and knowledge of utilising the CoreNet system in uploading information and producing reports
5. Knowledge and experience of working with trauma.
6. Ability to establish and maintain professional relationships with other statutory/community/voluntary groups.
7. Working knowledge and experience of monitoring and evaluating clinical outcomes.
8. An understanding of a range of presenting issues and suitable interventions within a community counselling setting.
9. Experience of providing direct line management to contracted and sessional practitioners.

### **Desirable**

1. Previous experience of providing Clinical Supervision within a community counselling environment.
2. Previous experience of delivering training
3. CBT Level 5 - or working towards
4. Previous experience of using computerised management information systems.

### **Skills and Abilities Essential**

1. Ability to work flexible hours (including evening work and weekend work)
2. Willingness to undertake training required for the post.

3. Ability to work under own initiative, including effective prioritisation of tasks and ability to work to agreed aims and objectives.
4. Ability to create and sustain effective working relationships and build consensus with key stakeholders
5. Excellent written and oral communication skills
6. Excellent interpersonal skills to work within a team and build good working relationships.
7. Excellent organisational skills

**This post is subject to completion of an Enhanced Access NI check.**

**Two professional references will be required for this role, one of which should be your most recent employer, and another professional colleague, or previous employer.**