

**Psychotherapist/Senior Psychotherapist and Case Manager ROLE DESCRIPTION**

**Title**: Psychotherapist and Case Manager

**Reports to:** RHCP Ltd Directors

**Based at:** Rutland House Counselling & Psychotherapy Ltd, 7 Bowling Green Street, Leicester, LE1 6AS

**Salary:** £28k-£38k (Pro-Rata) Scale- dependant on experience and qualification.

**Contract Type:** Permanent- 4 days per week

**To Apply:** Please complete the application form on our website

**Closing Date: Friday 8th December 2023 5pm**

**Interview Date: Friday 15th December 2023**

**Job purpose**: To work with the Practice Directors, Practitioners, Trainees and Partners to coordinate, develop and deliver private talking therapies.

**Key responsibilities and accountabilities:**

1. Be professionally accountable for a case load of counselling/ psychotherapy clients
2. Conduct rigorous clinical assessments and make appropriate service referrals
3. Provide mentoring and case management support to trainee therapists
4. Assist with the general running of the practice
5. Assist non-clinical and clinical team members with referral and clinical queries
6. Assist with the coordination and administration of training events and undertake other ‘externally-focused’ activities in support of the company.
7. Participate and contribute to operational meetings; identifying challenges and opportunities for further development of the quality of services.
8. To contribute to the assessment and management of service strategies and standards, and to develop processes, procedures, policies and practices, that support strategic business needs, maintain legal and professional compliance, and deliver on the commitment to continuous improvement.
9. Contribute to the promotion and marketing of the company
10. To work in accordance with the ethical guidelines of the Counsellor’s accrediting body
11. Work to ensure all clients receive the best possible service
12. Adherence to company policies and procedures including Health and Safety and attendance at team meetings