

## **Voluntary Clinical Supervisor Role Description**

(August, 2017)

### **1. Qualifications and Experience**

1.1 In line with BACP guidance, 'a supervisor should be sufficiently experienced and qualified in counselling or in a closely related field for others to have confidence in their professional skills.'

1.2 In this Agency, some knowledge and experience of group work and/or group supervision would also be an advantage.

### **2. Ethical Practice**

2.1 Supervisors will abide by the Agency's Code of Practice and BACP Ethical Framework.

2.2 Supervisors may need to raise concerns regarding client/counsellor issues and/or ethical concerns with an Ethical Advisor or a member of the management of this Agency.

### **3. Modality and Method of Supervision**

3.1 Supervisors are expected to work in accordance within current supervision practice at Carrs Lane Counselling Centre, which:

- is a formal, contract based arrangement and respects professional boundaries
- reflects the counselling process, which is based on person-centred theory and follows an integrative relationship model.
- is a collaborative, developmental relationship and process between the supervisor and supervisee
- focuses on and holds the relationship between the supervisee and client
- has supportive, educational and managerial functions
- has an overarching aim to provide protection and safety for the client

### **4. Supervisees**

4.1 Supervisors at this Agency supervise counsellors at different stages of their careers, ranging from probationers who are currently students on diploma or degree courses and on placement with the Agency to qualified counsellors who have worked as volunteers at the agency for a number of years and who may be working towards accreditation.

### **5. Forms of Supervision**

5.1 Supervisors provide group supervision to a group of up to 4 counsellors for 2 hours, at a regular time, on a calendar monthly basis. This can be either a day time or evening commitment. The counselling supervised is mostly individual counselling, but some counsellors also provide couple

counselling and will need supervising by a supervisor who is appropriately trained and experienced in this work.

5.2 Some supervisors are available for one to one supervision, at a fixed fee, for counsellors who require additional supervision to meet external training and/or professional body requirements.

5.3 A qualified supervisor also provides group supervision on a contractual basis to counsellors who require 1.5 supervision hours per month for accreditation purposes.

## **6. Availability between Supervision Sessions**

6.1 After completing a new assessment with a client, supervisees are required to discuss the assessment with their supervisor, and obtain the supervisor's agreement before contracting with the client for up to 6 weekly counselling sessions. This discussion of the assessment is usually done over the telephone, at a mutually convenient time, by prior arrangement, usually using text or email.

6.2 Supervisors are also available for discussion, guidance and support when counselling issues arise which are too urgent to wait for the next scheduled supervision meeting.

6.3 Supervisors are available to arrange to discuss assessments or urgent counselling matters with supervisees of other supervisors when the other supervisor is not available e.g. due to holiday or illness.

## **7. Reports for Trainers and Training Agencies**

7.1 Before beginning counselling in this agency, trainee counsellors complete the in-house training course and assessment, during which time they join the supervision group. This is followed by 6 months of monthly probationary training meetings, after which, as part of the end of probationary assessment, the supervisor is asked to complete an end of probationary training report and recommendations about the trainee's suitability to continue as a counsellor at this Agency.

7.2 Counsellors requiring information for accreditation purposes, or for training course requirements, may request this from their supervisor. Supervisors will confirm the number of hours of counselling and of group supervision, but not information which includes client material.

7.3 A supervisee may request a supervisor's assessment/report from their group supervisor or individual supervisor, but this should have been agreed contractually at an earlier stage in the supervision process. A supervisor may charge at an optional cost for a report of this kind.

## **8. Supervisors' supervision**

8.1 All supervisors have access to a consultant supervisor, Supervisors are required to attend quarterly group supervision with the Consultant Supervisor.

8.2 Peer supervision with the other supervisors is also available on a 2–3 monthly basis.

## **9. Continuing Professional Development**

9.1 Carrs Lane Counselling Centre provides regular professional development activities with in-house and external training providers. Supervisors are welcome and encouraged to participate in these activities.

## **10. Annual General Meeting**

10.1 Each autumn, this Agency holds an annual general meeting followed by a development day. All counsellors and supervisors are expected to attend this event.

## **11. Financial Aspects**

11.1 Carrs Lane Counselling Centre is a registered charity, with a Board of Trustees and is dependent on fund raising, course fees and client donations for its income.

11.2 With the exception of counsellors paying supervisors for individual supervision, counsellors and supervisors work for this agency on a voluntary basis and do not charge for their services.

11.3 Counsellors and supervisors are each asked to contribute £40.00 per year towards the cost of agency indemnity insurance.

## **12. Administration**

12.1 Supervisors are asked to discuss the group supervision contract with each new supervisee and to ensure that duplicate copies are signed by both parties, with a copy going to the supervisee and one to be filed in the Counselling Centre office.

12.2 At each monthly group supervision meeting, supervisors are asked to ensure that the monthly supervision log is completed by the supervisees, to sign it and to return it to the ring binder in the Counselling Centre Office.

12.3 When there are changes to the Counselling Centre's policies and/or procedures, supervisors are asked to play a part in relaying and discussing these changes with the supervisees in their groups.

12.4 Supervisors are required to work with the Centre Manager in monitoring attendance and sabbaticals within their supervision groups and in completing an annual appraisal of supervisees' counselling completed and development.

## **13. Contract**

13.1 The relationship between a supervisor and Carrs Lane Counselling Centre is formally confirmed in a written contract which is signed and dated by the Supervisor and the Centre Manager or another representative of the Centre's management structure.

## **14. Notice**

14.1 In normal circumstances, a supervisor would be expected to give 3 months notice of his/her intention to leave their role of supervisor at this Agency.

14.2 If a supervisor is in breach of his/her contract with this Agency and it cannot be satisfactorily resolved, it would then be necessary for the Agency to serve the Supervisor with notice, of a period determined by the Trustees of the Agency and dependent on the nature of the breach of contract.