

## Job Description

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| <b>Post Title:</b>    | Counsellor                        |
| <b>Reports to:</b>    | Clinical Lead & Counsellor        |
| <b>Working Hours:</b> | 15 hours per week                 |
| <b>Salary:</b>        | £26.78 per hour                   |
| <b>Location:</b>      | Dementia Jersey office, St Helier |

### Overview

Dementia Jersey offers advice, support and education across the island to anybody affected by dementia. We seek to raise awareness and improve understanding of dementia, working to make Jersey a more dementia friendly island where all those affected by dementia are understood, welcomed and supported.

### Purpose of post

- To provide a highly responsive, confidential and person-centred counselling service to people with dementia their carers and family members.

### Line Management Responsibility

There is no line management responsibility within this role.

### Main Duties and Responsibilities

- Provide confidential counselling support for people with dementia, carers and family members
- Connecting clients to local groups and services that will promote their physical, mental and emotional well-being; ensuring that information and signposting is delivered in an appropriate manner and in a way that is preferred and understood by clients, carers and family members
- Keep appropriate counselling session notes, as required by Dementia Jersey
- Meet on a regular basis with an appointed Clinical Supervisor for professional discussion of their case load
- Maintain registration with an appropriate counselling body e.g. BACP / NCPS.

## **General**

- Develop and maintain effective working relationships with other local professionals working within health and care and across the voluntary, statutory and private sectors in order to build awareness of opportunities for involvement and collaboration.
- Ensure that the welfare of clients is safeguarded at all times while respecting confidentiality and its limits, bringing to the attention of Dementia Jersey's Designated Safeguarding Lead any concerns or issues as soon as possible.
- In addition to the duties and responsibilities listed above, from time to time you may be required undertake other tasks, duties or projects which may arise including: in the absence of Dementia Advisors meet people dropping into the office seeking support; assisting other colleagues at Dementia Jersey events, training and activities.
- Work within the requirements of the Dementia Jersey Employee Handbook.

## **Person specification**

### *Qualifications*

- The post-holder must hold a professional counselling qualification.

### *Essential Skills & Experience*

- A minimum of one year's post qualifying experience in counselling
- An excellent understanding of the needs of people with dementia and their carers
- Empathetic and approachable
- Excellent communication and listening skills with fluency in English
- Excellent organisational skills and time management skills
- Proficient in the use of Office 365, particularly MS Teams
- Detailed knowledge of confidential protocols and patient record keeping
- Knowledge of data protection principals
- Knowledge of safeguarding best practice
- Ability to work on own initiative
- Able to work flexibly to meet the needs of the charity
- Use of a car and in possession of a clean driving licence.

### *Desirable Skills & Experience*

- Experience of working with people with dementia
- Knowledge of the Jersey Long Term Care scheme
- Knowledge of the provision of care and care homes
- Knowledge of Capacity & Self Determination Law
- First Aid trained (or the ability to undertake this training).

### **Additional Information**

Five years residency is required for this role.

The post-holder will work on a flexible basis and as part of the Dementia Advice & Counselling Team, to meet the needs of Dementia Jersey's clients.

While the role is predominately office based, there may be times when the post-holder is required to attend events or meetings at another locations, with some occasional evening and weekend work.

There may be times where equipment needs to be transported, lifted and/or carried, therefore a certain level of fitness is needed.

A satisfactory DBS check will be required as part of the recruitment process.

*Last updated: May 2026*