

Feniks

Mental Health Services Manager

(Part-time, 10.5 hours per week, £35,000 pro-rata, 3 hours per week £30,000 pro-rata)

Feniks is a community health initiative set up and run by Polish people to support Central and Eastern European immigrants to cope with the challenges of settling into a new country. We wish to employ Mental Health Services Manager. This position is partially funded by the Edinburgh Council Health and Social Care Partnership for three years. This post, 13.5 hours a week, will combine two roles, the management of the services (10,5 hours) and delivery of therapy sessions (3 hours).

The service will be provided at Feniks, St. Margaret's House, 151 London Road, EH7 6AE.

Job Description: Mental Health Services Manager

Overview: The role of the Mental Health Services Manager (MHSM) is to provide leadership and management to Feniks's counsellors / therapists (in paid posts and in volunteering capacity) and manage the waiting list.

Reports to: The Project Development Manager and the Chair of the Board of Directors.

Responsible for: Counsellors / therapists (in paid posts and in volunteering capacity)

Key relationships

Internal: Chair and Management Committee, Volunteers, Clients, Therapists, Trainers, Employees, Polish Psychologists' Networking Group

External: universities, GP practises and other organisations and companies supporting minority ethnic communities referring clients.

Key Objectives

- To provide strong leadership, induction, support and management to Feniks's counsellors and therapists.
- Make sure that all of the counsellors / therapists meet service standard requirements set by COSCA (including personal liability insurance, when required; individual supervision, etc.)
- Hold monthly meetings of the Feniks Therapy and Training team.
- Support the Project Development Manager in sourcing new counselling volunteers and help maintaining positive relationships with Edinburgh University PG Course in Counselling Placement Manager.
- Manage the counselling waiting list and allocation of the clients.
- Conduct initial assessments or monitor running such assessment by another appropriately qualified practitioner.
- Deliver therapy sessions, when needed.
- Maintain positive relationship with the referring agencies, such as GP practices, Edinburgh Women's Aid etc.

Person Specification: Mental Health Services Manager

Knowledge and Experience

Essential

- Educated to a degree level in Social Sciences and holding a diploma in counselling or therapy
- Holding a business, management or other relevant qualification
- At least 5 years' experience in providing one-to-one, group and couple therapy or counselling
- Experience in managing a counselling service
- At least 2 years' experience in volunteer management
- Knowledge and understanding of challenges working with immigrants and vulnerable adults
- Fluent Polish or any other Central and Eastern European language to enable service provision in that language.
- Fluent English in speech and writing to enable service provision, liaising with other professionals and record keeping in that language.
- Experience in working with, and implementing, quality systems to ensure high quality services are delivered

Skills, Abilities and Competencies

- Understanding the challenges of providing counselling service to clients from vulnerable migrant groups.
- Committed and highly self-motivated with ability to enthuse, inspire and motivate others in

order to ensure the objectives of the projects are achieved

- The ability to work in a self-directed manner, and as part of a team, including ability to develop and build good working relationships with all stakeholders and partners.
- Excellent organisational, written and verbal communication skills
- Ability to work under pressure, managing competing priorities, and ensuring deadlines are met.
- Good organisational, administrative and time-management skills.
- Computer literacy in dealing with standard MS Office packages, including spreadsheets; Gmail system management; social media management