

Job Description:

Post Title: Lead Complementary Therapist
Salary: £7,280.00
Hours of work: 19.5 hours per week
Responsible to: Charity Manager

Job Context

To support the Charity with being the Lead Complementary Therapist and co-ordinate all the Charity's Time Out groups and to deliver one to one Complementary Therapies at Helen Webb House as and when required.

Main Duties and Responsibilities:

1. In conjunction with the Charity Manager, develop and write a framework of practice for all Complementary Therapists to adhere to.
2. Review practices, policies, guidelines and paperwork on an annual basis, implementing any new techniques or standards to develop the service
3. With the Charity Manager, interview all potential Volunteer Complementary Therapists.
4. Provide an induction and training program to Volunteer Complementary Therapists as required.
5. Hold regular meetings for the Complementary Therapists to encourage team working and support the ethos and aims of the charity
6. To identify gaps in service delivery and develop a strategy to ensure equality of service to all geographical areas.
7. Be aware of contra-indications or precautions for the therapies practiced and adapt treatments accordingly.
8. Undertake assessments of clients' Complementary Therapy needs as required.
9. Follow the Charity's guidelines and policies for the provision of Complementary Therapies.
10. To work efficiently and effectively, using technology as appropriate, to ensure data is accurately input onto the Charity's database for statistical analysis.
11. To report any adverse effects arising from Complementary Therapy sessions to the Charity Manager.
12. To arrange additional cover as required at our support groups in locations around the County, for example during staff holidays or as directed.
13. To monitor and evaluate feedback, where possible, from clients for statistical analysis
14. To be responsible for raising awareness and researching new advances in complementary therapy treatments.
15. To seek and maintain a continued program of professional development in consultation with the Charity Manager.

16. To be aware of and adhere to safe working practices and safeguarding of adults and children.

Responsibility for Resources:

1. The post holder will be required to ensure that any data systems under their control are kept secure and properly managed.

Working Conditions and Environment:

1. The post is situated within Helen Webb house and involves attendances at all the seven County Time Out groups the Charity has. You may also be required to work from other sites and places within the Charity where your professional attendance is required.
2. The post holder may be required on occasion to work outside normal working hours to attend meetings or other occasions when your professional attendance is required.
3. The post holder will have to wear uniform that will be provided by the Charity.

Additional Requirements:

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the Charity. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure the equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner and in accordance with the Charity's equal Opportunities Statement prevailing from time to time.
3. Comply with the provisions of the Data Protection Act 2018 (GDPR), the Computer Misuse Act 1990, Human Rights Act 1998 the Freedom of Information Act 2000, Equality Act 2010 or any amendment or any statutory re-enactment thereof at all times.
4. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Charity is kept confidential.
5. This job description is a record as set out at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Charity's aim to reach a mutual agreement to reasonable changes but if it is not possible, the Charity reserves the right to implement reasonable changes to the job description after consultation with the post holder.
6. Carry out all duties outlined above in accordance with all the Charity policies and procedures.
7. To carry out any additional duties (as and when required) outside of the post holders duties and to assist the Charity in the operation and promotion of its business.

I have read and accept the above:

Name: _____

Signature: _____ **Date:** _____