

Inspired Minds

COUNSELLOR AGREEMENT

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Counsellor Agreement

This Counsellor Agreement is a description of the arrangement between us, Inspired Minds and you (the counsellor) in relation to your counselling work. The intention of this agreement is to assure you that we appreciate your work with us and to indicate our commitment to do the best we can to make your experience with us a positive and rewarding one.

Part 1- Inspired Minds

1. Induction

To provide induction on the work of Inspired Minds, its staff and your counselling role to assist you in meeting the responsibilities of your role. The Policy and Guideline Staff Handbook provides full details of the organisation.

2. Clients

To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your counselling work.

To forward clients to you as and when they arise.

To inform you in a timely manner of any changes to the procedural or reporting requirements for the organisation.

3. Expenses

To reimburse extra expenses incurred by you in doing your work.

4. Problems

To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you work with us.

In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Policy and Guideline Staff Handbook.

Part 2- The Counsellor

1. To maintain the confidential information of the organisation and of its clients.
2. To respond to clients in accordance to the policies of the organisation (within 7 days) via email or other means (Skype, telephone or face-to-face).
3. To provide a free service for the first session (for Skype, telephone or face-to-face) which will be the initial assessment session for the client.
4. To not charge clients more than what was agreed (prices below) for own or the organisation's benefit.
5. To provide regular updates of the clients forwarded (i.e. whether the client has been responded to, progress and when the case is regarded close).
6. To ensure a counselling log is kept of forwarded clients (for the use of charity commission), i.e. number of sessions provided over the course of a month. These logs will be used to pay the counsellors for the sessions offered, so it is vital they are sent.
7. To inform the organisation in a timely manner, in the event of lack of response from clients.
8. To provide an outcome for each client of why case is closed (i.e. client have now completed their counselling sessions; client is no longer responsive).
9. To arrange any supervision sessions, with your supervisor on a regular basis.
10. To provide referees, as agreed, who may be contacted, and to agree to a DBS check where necessary.

Part 3- Counselling and Charges Proposed

1. Telephone

For Telephone counselling, we are proposing clients are charged £20 per session, where £5 will be given to an Inspired Minds fund for those clients who are not able to pay.

2. Skype

For Skype counselling, we are proposing clients are charged £25 per session, where £5 will be given to an Inspired Minds fund for those clients who are not able to pay.

3. Face to Face

For Face-to-Face counselling, we are proposing clients are charged £30 per session, where £5 will be given to an Inspired Minds fund for those clients who are not able to pay.

4. Format of Charges

Inspired Minds proposes that the first session (which will be the initial assessment session) is offered for free by the counsellors. Thereafter, the clients will be informed they will need to pay for a further five sessions (to complete the six sessions). Should they wish to continue with counselling after six sessions - that will be deemed acceptable, however if they have applied for Inspired Minds funding, then six sessions will be offered as a maximum number of sessions (unless the counsellors strongly agree that further sessions will be immensely beneficial).

5. Method of Payment

Inspired Minds will ask clients to make advance payments into Inspired Minds bank account in order to secure their sessions. We will ask for a week's payment in advance - which will be non-refundable, unless a 48 hour notice is given.

Inspired Minds will transfer the funds into the counsellors account for any completed sessions on a monthly basis.

Name:

Role Title: Counsellor

Department: Support

Support Manager:

Counsellor Signature:

Date: