

Inspired Minds

COUNSELLOR AGREEMENT

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Counsellor Agreement

This 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.

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 our 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 online messages or other means (video, telephone or face-to-face).
3. To provide the initial assessment session for the client which will be the first session.
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 via our online system (i.e. whether the client has been responded to, progress and when the case is regarded close).
6. To ensure the counselling log is kept of forwarded clients via our online system (i.e. brief details of the counselling sessions provided). These logs will be used to pay the counsellors for the sessions offered, so it is vital they are kept up-to-date.
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 a case is closed (i.e. client has now completed their counselling sessions; client is no longer responsive).
9. To arrange supervision sessions, with your private supervisor on a regular basis and attend Inspired Minds group supervision sessions.

Part 3 - Counselling and Charges Proposed

1. Telephone / Video

For Telephone and Video counselling, we are proposing clients are charged £35 per session, where £5 will be given to an Inspired Minds fund for those clients who are not able to pay.

2. Face to Face

For Face-to-Face counselling, we are proposing clients are charged £45 per session, where £5 will be given to an Inspired Minds fund for those clients who are not able to pay.

3. Format of Charges

Inspired Minds proposes that the first session (which will be the initial assessment session) is offered for £15 by the counsellors. Thereafter, the clients will be informed they will need to pay the full amount for further sessions. 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).

4. Method of Payment

Inspired Minds will ask clients to make advance payments via Paypal/Credit/Debit Card on the system in order to secure their sessions. We will ask for a week's payment in advance - which will be non-refundable, unless a 24 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: Counselling

Manager: Tanveen Choudhury

Counsellor Signature: