



## About Us

PAM Wellbeing provides occupational health and rehabilitation services to a range of multi-national clients in the private sector and public sector organisations. The Directors bring both a medical background and a business management background to the business. This allows empathy and understanding of both the challenges and the requirements of our clients. The strengths of this joined up approach are therefore in the service, which is clear, pragmatic, and wholly aligned to the client's requirements. Since the launch the business has built a strong portfolio of clients throughout the UK and has a comprehensive range of qualified staff based regionally in order to maintain its growth.

We have always sought to provide the highest quality clinical and customer service. We have achieved ISO 9001 and Faculty of Occupational Medicine SEQOHS accreditation these underline our commitment to providing a high-quality occupational health service and rehabilitation services.

We are committed to putting our colleagues first and believe that a satisfied and motivated team best serves our clients.

## Our Mission

We have a set of values, which are central to how we operate all colleagues must be completely comfortable with these.

### Everyday things that matter .....

- 1) **Giving clients the reason to choose us to provide their services**
- 2) **Providing the highest levels of service to every client everyday**
- 3) **To always give clients value for money**
- 4) **To be the best we can be everyday**

Our mission is simple we do not want to be the biggest but we do want:

***'To be the best provider of occupational health and rehabilitation services in the UK always exceeding our clients' expectations'.***

- We believe that people are the most important asset in a business
- We operate to the highest possible standards at all times
- We are committed to developing long term relationships
- We will constantly innovate and improve our service
- We will listen to our clients and respond to their needs
- We will build trust with each other and our clients by being open and honest
- We will not grow at the expense of quality
- We will always seek to work with and for our clients first

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PAM Wellbeing Ltd is an Equal Opportunity employer and as such aims to eliminate any discrimination in employment practices on the grounds of gender, sexual orientation, gender reassignment, domestic circumstances, race, colour, nationality, religious belief, age, disability, marital status, political affiliations or Trade Union membership.

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**For further details please contact us on 08081 968 186**



### Job Details

Job Title	Wellbeing Coach and Counsellor
Location	Dedicated to a specific customer and embedded on their operational sites
Reporting to	Clinical Operations Manager and Senior Therapist

### Main Purpose of Job

- ❖ Embedded onsite with an Occupational Health team to conduct assessments, time-limited counselling and educational mental health and wellbeing training for employees referred by their employer in compliance with the BACP Ethical Framework and in consideration of quality and consistency of service delivery.

### Accountabilities

- ❖ Accountable to the onsite Occupational Health Clinical Operations Manager and remote PAM Wellbeing Senior Therapist.
- ❖ Responsible for your own caseload of 7 contact/ billable hours within an 8-hour working day.
- ❖ Liaise with onsite Occupational Health Clinical Operations Manager and dedicated Client Services team to deliver a responsive service to the client.

### Complexity & Creativity

- ❖ To conduct assessments for employees referred by their employer, including identifying a suitable care pathway.
- ❖ To use proven therapeutic skills to provide time-limited counselling to employees referred by their employer.
- ❖ Maintaining a high standard of work with assessments, counselling and training sessions.
- ❖ To follow risk management and safeguarding procedures when risk is reported in assessments or counselling sessions.
- ❖ Provide mental health and wellbeing training onsite via the onsite morning briefing or other avenues.
- ❖ In conjunction with the dedicated Client Services team to manage your day-to-day diary of 7 contact/ billable hours within an 8-hour working day.
- ❖ Attending monthly team meetings.
- ❖ Attending monthly line/case management meetings.
- ❖ Additional tasks as discussed and agreed with the Clinical Operations Manager and Senior Therapist.



## Skills, Experience & Knowledge

- ❖ L4, L5, BA, PG Cert, PG Dip or MA/ MSc in counselling, psychotherapy, CBT or equivalent.
- ❖ Minimum of 450 hours of counselling, psychotherapy, CBT or equivalent.
- ❖ BACP/ BABCP accredited or working towards accreditation.
- ❖ Experience of safeguarding and managing risk with client groups.
- ❖ Experienced mental health and wellbeing trainer.
- ❖ Strong organisational skills.
- ❖ A clear and concise verbal and written communicator.
- ❖ IT literate with MS Windows, ability to quickly learn inhouse systems and a competent typist.

## Contacts

- ❖ Contract Director
- ❖ Clinical Operations Manager
- ❖ Senior Therapist
- ❖ Head of Psychological Services
- ❖ Occupational Health Colleagues
- ❖ Client Services
- ❖ Client Managers
- ❖ Client Employees

## Personal Qualities

- ❖ A confident, proactive individual who is able to adapt to a growing and changing work environment.
- ❖ An empathic individual who can manage competing demands on their time.
- ❖ A team player who is able to work collaboratively.

## Person Specification

- ❖ **Hard Work & Enthusiasm** – We believe hard work should be rewarded and we appreciate employees who go that extra mile to achieve their goals. Enthusiasm to us, comes from within, and shows a real passion for what we do.
- ❖ **Teamwork & Friendship** – We want all of our colleagues to have a feeling of belonging, and we understand that collaborative working means better decisions making and supporting one another to achieve common goals.
- ❖ **Loyalty & Improvement** – PAM Group are committed to its employees and dedicated to their personal and professional development. PAM Academy mentors' colleagues and provides support to help them be the best they can be every day.

