

JOB DESCRIPTION & PERSON SPECIFICATION



POSITION:	Counsellor (Children and young people)
DURATION OF POST:	Subject to funding
HOURS:	28 hours (initial six month contract)
SALARY:	£24,000 -£26,000 pro rata (depending on qualifications and experience)
HOLIDAY:	25 days per annum plus Bank holidays (Pro Rata) Due to the nature and pressing need of the work you will be required to work such hours as are necessary for the full and effective performance of your duties, including evening and weekend work. This role may also include attendance at residential activities as an when the business requires.
PENSION:	Auto enrolment pension in place.
RESPONSIBLE TO:	Operations Manager/Deputy Operations Manager
LOCATION:	Base location Greyfriars House, Gloucester with some travel required
Membership	Counsellors have to have individual BACP registration and meet the BACP guidelines
DATE JD WRITTEN:	Sept 2017

JOB SUMMARY

The main responsibilities include:

- Providing one to one counselling to children and young people clients of Infobuzz
- Completing assessment tools
- Maintaining appropriate paperwork and confidentiality

JOB PURPOSE

To provide counselling to vulnerable young people and families to improve their outcomes

MAIN DUTIES

- Assessing referrals that are received and identify needs.
- Identifying what level of support is needed.
- Providing therapeutic counselling to clients
- Support with reports for funders and partners.
- Ensuring that clients understand the service and are competent to consent to engage with counselling in line with Fraser Guidelines.
- Maintaining appropriate records of counselling in line with legal ethical and organisational constraints.
- Communicating and liaising with other agencies within the limitations of the role and confidentiality.
- Encouraging and engaging with the client's family where appropriate, e.g. to facilitate attendance at appointments.
- Maintaining professional membership, insurance and practice in accordance with the ethical framework of a professional body including the participation in regular supervision and CPD.
- Maintaining awareness of the rights of the child and allow them autonomy within the counselling process.

- Ensuring that monitoring and feedback is maintained as part of the ongoing sustainability of the service.
- Development of appropriate marketing and publicity materials.

PERSON SPECIFICATION

The following are the criteria that will be used for shortlisting:

ESSENTIAL	DESIRABLE
Relevant Level 3/4 NVQ qualification or equivalent. Post qualification training in counselling children & young people. BACP Membership or accreditation.	Relevant Degree Level qualification or equivalent.
Experience of working with Primary age young people using a therapeutic approach.	Awareness of current issues faced by the Voluntary Sector.
Experience of working with young people with complex needs. Exploring alternative approaches e.g. Play/Creative Therapy.	Adaptable and shows initiative. Has a high level of personal resilience and emotional and social intelligence.
Experience of working on his/her own initiative and working effectively as part of a team with shared and overlapping objectives as agreed plan.	Evidence of recent commitment to personal professional development.
Experience of handling sensitive issues with tact and diplomacy.	IT skills - experienced with Microsoft Office and knowledge of the database.
Communication, interpersonal and presentation skills including experience of writing accurate and concise reports.	Ability to clear the high level prison security procedures
Understanding and promotion of equal opportunities in both staff and client work	Experience in managing a diverse caseload.
Flexible working hours to meet the needs of the business.	Experience of presentations/group meetings, training and delivery.
Driving licence and willing to drive company vehicles	Experience of the criminal justice system.
BACP registration	