

POSITION:	Counsellor (Young people 16-25)
DURATION OF POST:	Subject to funding (March 2022 currently)
HOURS:	15 hours up to 37.5 hours
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 and when the business requires.  This role will include working hours between 9-7pm
PENSION:	Auto enrolment pension in place.
RESPONSIBLE TO:	Programme lead
LOCATION:	Base location Old Dock office , Gloucester with some travel required
Membership	Counsellors have to have individual BACP registration and meet the BACP guidelines or equivalent
DATE JD WRITTEN:	Feb 2021

## JOB SUMMARY

The main responsibilities include:

- Providing one to one counselling to young people 16-25 in the care system or leaving care
- Completing assessment tools
- Maintaining appropriate paperwork and confidentiality

## JOB PURPOSE

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