



## STAFFORDSHIRE WOMEN'S AID

### JOB DESCRIPTION

<b>Job Title</b>	<b>Children &amp; Young Person's Counsellor</b>
<b>Salary:</b>	<b>£26,317 – £28,785 per annum pro rata (salary will be set dependent upon qualifications and experience)</b>
<b>Hours:</b>	<b>18.5 per week</b>
<b>Responsible to:</b>	<b>Operations Manager, Chief Executive and Staffordshire Women's Aid Board of Trustees</b>
<b>Job Purpose</b>	<p>To provide a structured counselling service to children and young people up to the age of 18.</p> <p>This role will involve working within a team of counsellors providing high quality support to services users experiencing issues relating to their emotional wellbeing to help turn lives around.</p> <p>All Staffordshire Women's Aid Service Users will have experience domestic or sexual violence and we take a trauma informed approach to all our work.</p>

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010

### JOB DETAILS

#### Core Functions, Duties & Responsibilities

##### Core Requirements:

- To work as a committed member of the Staffordshire Women's Aid team.
- To support the aims, values and working principles of Staffordshire Women's Aid, and to work in alignment with Staffordshire Women's Aid's Policies and Procedures.
- Take all possible steps to ensure the safety and confidentiality of the service users, staff, volunteers, and management of Staffordshire Women's Aid.
- Adhere to the British Association of Counselling and Psychotherapy ethical framework.

### **Specific Duties:**

- Offer a professional one-to-one counselling to service users presenting with a broad range of common mental health issues.
- To provide specialist counselling services in relation to sexual violence including pre-trial therapy where relevant.
- Undertake client-centred interviews which identify areas where the service user wishes to see change and or recovery.
- To assess risk of harm to clients/self/others/property and take action as appropriate and consider sharing of information in respect of Safeguarding Children and Vulnerable Adults, acts of terrorism etc.
- Work in a time limited, but appropriate way with service users to help them identify, understand and resolve or manage the issues which have brought them to counselling.
- Accept referrals via agreed protocols within the service
- Make decisions on the suitability of new referrals, adhering to the SWA referral protocols, and refer unsuitable referrals on to the relevant service or back to the referral agency as necessary.
- Undertake counselling supervision as directed by Staffordshire Women's Aid.

### **General Responsibilities:**

- Work flexibly to allow us to offer the best service possible to service users this will involve working some evening/ weekend sessions per week.
- Complete all requirements relating to data collection and monitoring within the service.
- Maintain accurate and up-to-date records in the form of case notes, case files, clinical reports, computerised information systems and other associated documentation.
- Maintain an up-to-date knowledge of issues which affect the mental health of individuals, families, and communities.
- Attend team and service meetings as required and collaborate with colleagues in achieving team and service objectives.
- Attend relevant training/conferences/workshops in line with identified professional objectives.

### **Variation Clause**

Staffordshire Women's Aid reserves the right, following consultation with the member of staff, to vary, add or alter any of the terms and conditions of employment attached to this post.

This job description will be review annually and may need to be revised according to the priorities of current workload with the agreement of the Board of Trustees and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal.

### **General Information and Conditions of Service**

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Staffordshire Women's Aid contributes a sum equivalent to 3% of the annual salary to the company pension scheme following successful completion of 3 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time of in lieu is to be taken in consultation with line manager.



## Children & Young Person's Counsellor PERSON SPECIFICATION

Criteria:		Essential	Desirable
<b>Qualifications:</b>	Relevant counselling qualification at diploma level or above.	X	
	Membership of BACP or working towards membership of BACP or other relevant professional body.	X	
	Post qualification or training in working with trauma and/or victims of sexual violence.		X
	Additional training in therapies.		X
<b>Experience:</b>	Minimum of 2 years' experience working as a counsellor.	X	
	Experience working with victims/survivors of domestic and sexual violence.		X
<b>Knowledge &amp; Understanding:</b>	Understanding of and working within BACP Ethical Framework	X	
	Understanding of and commitment to the Violence Against Women and Girls agenda, and its place in the values of Staffordshire Women's Aid.	X	
	An understanding of anti-discriminatory working principles and practices, and of the importance of an ethos of diversity.	X	
<b>Skills:</b>	Excellent interpersonal and communication skills	X	
	Able to develop good, effective and safe therapeutic relationships with clients.	X	
	Demonstrate a high degree of professionalism in the face of highly emotive/distressing problems.	X	
	Ability to prioritise workload, work under pressure to manage workload.	X	
	Good ICT skills to enable and support effective monitoring and reporting.	X	
<b>Other:</b>	Ability to accept and use supervision appropriately and effectively.	X	
	Ability to identify and solve problems, escalating to management as appropriate.	X	
	Ability to work flexibly as part of a team.	X	
	Commitment to on-going professional learning and development.	X	
	Resilience, determination, and a sense of humour.	X	