

## SEXUAL AND DOMESTIC VIOLENCE COUNSELLOR

### JOB DESCRIPTION

<b>Job Title</b>	<b>Sexual and Domestic Violence Counsellor</b>
<b>Salary:</b>	£28671 - £31009 per annum pro rata (salary will be set dependent upon qualifications and experience)
<b>Hours:</b>	<b>Hours: 30 hours per week</b>
<b>Responsible to:</b>	Responsible to: Operations Manager, Chief Executive and Staffordshire Women's Aid Board of Trustees.
<b>Job Purpose</b>	<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 in order to help turn lives around.</p> <p>All Staffordshire Women's Aid Service Users will have experienced 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 part of the Staffordshire Women's Aid team in providing information, support, advice to all victims of domestic and sexual abuse.
- To support the aims and principles of Staffordshire Women's Aid in empowering and supporting survivors who have experienced sexual and domestic abuse to make their own decisions and take control of their lives.
- Take all possible steps to ensure the safety and confidentiality of the users, staff, volunteers and management of Staffordshire Women's Aid.
- Adhere to the British Association of Counselling and Psychotherapy ethical framework.

### **Specific Duties:**

- Offer professional one-to-one counselling to service users presenting with a broad range of common mental health issues to aid recovery from their experiences of violence and abuse.
- Provide specialist counselling services in relation to sexual violence, including pre-trial therapy where relevant.
- Assist with the development and implementation of therapeutic group work/counselling.
- Assist with the development and implementation of an online chat service.
- 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 clinical 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.
- To share responsibility for covering the Help Line during office hours as required, making sure there is cover throughout the day when needed.

### **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 reviewed 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.

It is in the nature of the work of Staffordshire Women's Aid that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks which are not specifically covered in their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will normally be compatible with the regular type of work.

Please be aware that you will be required to undertake a DBS check, and may be required to undertake additional security checks to work in some settings.

A full driving licence and access to a vehicle are essential requirements of the post.

### **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.

## PERSON SPECIFICATION

<b>Criteria:</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	Relevant counselling qualification at diploma level or above.	X	
	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. e.g., EMDR, CBT, Art Therapy.		X
<b>Experience:</b>	• Experience working with victims/survivors of domestic and sexual violence.		X
	• Experience of working with clients with complex presentations.	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	