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**JOB DESCRIPTION**

**Job Title**

 Counselling Advisor

**Responsible to**

 Counselling Service Manager

**Working relationships**

 Counselling Service Manager  
 Counselling Service clients and potential clients  
Workers supporting young people  
GPs and other health professionals  
 Counselling Service Volunteer Telephone  
Advisors  
 Counselling Service Volunteer Counsellors  
 Counselling Service Volunteer Administrators

**Job purpose**

To increase the effectiveness of engagement between young people and the counselling service so that the potential for progress by each young person is maximised

**Main tasks**

To offer supportive advice and guidance in response to enquiries about counselling

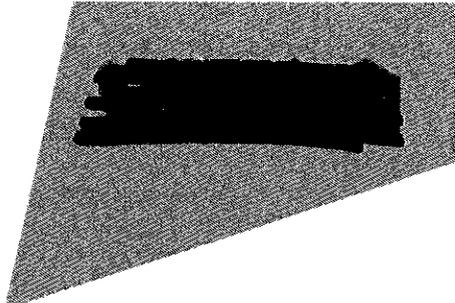
To ensure effective, timely initial assessments & reviews

To under take insightful attentive telephone and face to face assessments as appropriate

To review assessments astutely and accurately map client need

To use coaching, partnership and referral as appropriate in order to enhance the response to client need

To identify and facilitate realistic imaginative next steps for clients which would build on their



counselling experience

To work with and/ or signpost to outside services in order to facilitate holistic care for clients where required

To work with Local Authority in the management of clients whose have high risk factors

To support with data collection, by keeping accurate records

To ensure that young people are provided with opportunities to feedback client experience into the service

**Other Tasks**

To carry out other tasks within the post holders capabilities as directed by your line manager

A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults

To engage young people to participate in the design, delivery and continuing development of the project; enhancing their sense of community ownership, pride and understanding of their local environment

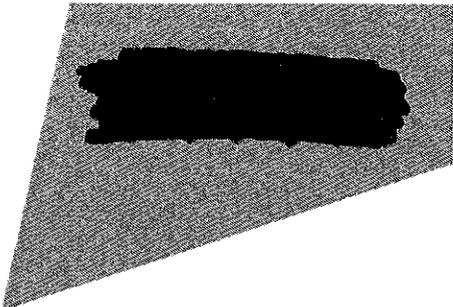
To support [redacted] to implement quality and continuous improvement through the implementation of a quality assurance system

Undertake core and relevant training to enhance personal and professional development

To work within [redacted] policies and procedures, with particular regard to health and safety, equal opportunities, diversity, protection from abuse, data protection and confidentiality

Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety

Supportive of the Christian Aims & Purposes of the [redacted]



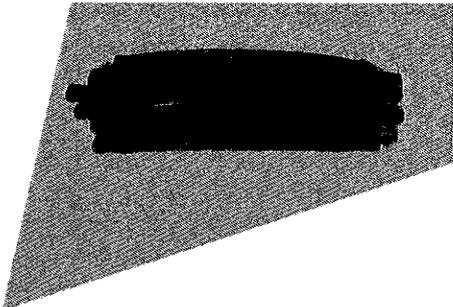
**PERSON SPECIFICATION**

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
A sound understanding of mental health/ill health and emotional wellbeing/distress and committed to learning more	1		

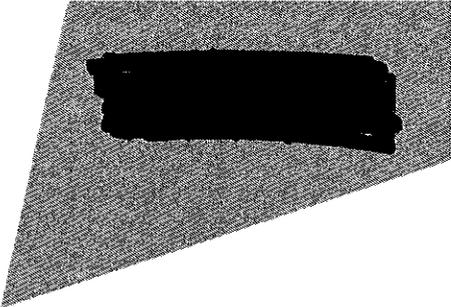
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
A qualified counsellor with a minimum of 100 counselling hours who is working towards or already holds BACP accreditation and can evidence wider skills in the assessment of young people or Somebody who can evidence highly developed skills in the assessment of young people and can evidence good awareness of counselling	1		
Working towards or already holds BACP accreditation		1	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Good awareness of counselling	1		

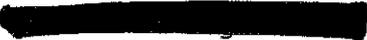
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Highly developed skills in the assessment of young people	1		
Excellent verbal and written communication skills appropriate to a variety of audiences including young people and health professionals	1		



<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Well organised and can use and develop systems effectively	1		
Able to quickly build and maintain constructive relationships	1		
Client focussed person and able to respond to young people with our core values (belief in potential, holistic approach, integrity and respect)	1		
Have excellent professional boundaries who will work to maximised the safety of young people, the [redacted] and others	1		



## TERMS AND CONDITIONS

1. **Hours of Work:** 25 hours per week with a flexible and professional approach. You will be required to work regularly out of normal working hours i.e. before 9.00am and after 6.00pm and at weekends.
2. **Salary:** £12812 per annum. This will be reviewed annually and will be subject to a cost of living increase each April. Salaries are paid on the 25<sup>th</sup> of each month.
3. **Annual Leave:** this post attracts 25 days annual leave, pro rata for part time positions.
4. **Fixed Term Contract:** N/A
5. **Sickness Leave:** as per the agreed policy.
6. **Pension:** Auto Enrolment.
7. **Accommodation:** not applicable to this post.
8. **Maternity and Paternity Leave:**   provides maternity and paternity leave as per the agreed policy.

