Hopian, Counsellor Job Description

Post:	**Counsellor**
Salary:	£27,930 FTE
Responsible to:	Service Manager
Accountable to:	CEO
Hours of Work	15 hours over 3 days: Monday 1PM – 5PM Tuesday 12:30PM – 6:30PM inclusive of 30-minute unpaid break Wednesday 9:30AM – 3:30PM inclusive of 30-minute unpaid break

Job Purpose

To provide trauma informed high quality, professional counselling for children, young people and adults who live in Rotherham and are currently or have, experienced child sexual exploitation and abuse, or other identified complex need.

Main Duties

- To provide trauma informed individual counselling to children, young people, and adults.
- To support the recruitment, induction and mentoring of volunteers and counselling students.
- To support the development and delivery of trauma informed programs and groups.
- To support the effective development and delivery of Hopian Services.
- To undertake regular Clinical Supervision and Continuous Professional Development.
- To work in an empowering way to develop service user's self-confidence and self-esteem.
- To support the aims and objective of Hopian by raising awareness of domestic and sexual abuse and its impact on individuals and families.
- To work in a multi-agency way to protect women and families from abuse and promote safeguarding of children, young people, and adults.

Key Responsibilities

1.1	To provide individual counselling to children, young people, and adults.
1.2	To undertake initial counselling assessments including evaluation of service user needs, and safe appropriate referral information.
1.3	The ability to negotiate and maintain clear, therapeutic contracts.

1.4	To uphold safe and ethical clinical practice.
1.5	Maintain the minimum daily clinical case load and service user contact hours as agreed.
1.6	To understand the implications of working alongside statutory investigations and court proceedings in context of record keeping, confidentiality and data protection.
1.7	Assist service users towards a deeper understanding of their emotional and mental wellbeing.
1.8	Assist service users to make decisions and choices regarding possible ways forward.
1.9	Address issues related to safeguarding or risks stemming from service user interactions and ensure these are communicated to management.
1.10	Liaise with multi-disciplinary professionals within the context of confidentiality and safeguarding and in accordance with Hopian policies and procedures.
1.11	Develop and sustain relationships with other professional agencies to ensure the co-ordination of responses to meet the needs of service users.
1.12	To attend regular Clinical Supervision with an external Clinical Supervisor approved by Hopian.
1.13	To undertake regular continuous professional development; undertaking training which is necessary and appropriate in line with Hopian Policy & Procedures.
1.14	Support and develop opportunities for service user consultation and participation in the work and development of Hopian
1.15	Assist Management in the recruitment and induction of colleagues, volunteers, and students, and provide peer supervision to volunteers and students to ensure that their work and development are aligned with Hopian values, philosophy, policies, and procedures.
1.16	Support the delivery and development of trauma-informed programs and groups, completing training as needed.
1.17	Work flexibly within the context of this job role, including being deployed to support service need internally as required.
1.18	Develop, maintain a specialism within role this may include CSE, domestic abuse, young people, mental health, substance misuse etc. It is expected that you will use this specialism to enable Hopian support service users effectively.
2	**Properties**
2.1	As part of the team ensure the maintenance of the security of Hopian properties.

2.2	Ensure the maintenance, cleanliness, and efficient use of buildings and furnishings, while also maintaining a psychologically informed environment.
2.3	As part of the team support the development, promotion and activities of Hopian's services
2.4	Assist with the ordering of supplies and maintaining a stock of resources and equipment that are stored and used safely.
3	**Administration**
3.1	To maintain appropriate information and records in relation to the service user; using electronic case management systems.
3.2	To assist in the development and maintenance of information filing systems and administrative tasks as required
3.3	Complete case studies, record and gather information that demonstrates service users distance travelled and experience of accessing Hopian Services.
3.4	Ensure data is completed accurately, inputted on the database
3.5	Maintain clear and adequate records of work done and in progress to ensure that they are accessible as appropriate.
3.6	Contribute to reports for the management group, including the annual report and evaluation of services.
3.7	Contribute to the preparation of monthly returns, monitoring and maintaining records and statistics.
3.8	Contribute to the development and maintenance of Hopian resources
4	**Policies**
4.1	Implement and adhere to the policies and procedures of Hopian.
4.2	To contribute to the review and development of appropriate policies and procedures and the development of best practice.
4.3	Ensure that confidentiality is maintained. Maintaining professional boundaries with users of Hopian services and staff. To work in accordance with Hopian Code of Conduct.
4.4	Comply with internal and external regulations, procedures, and other requirements in relation to the organisation, its services, and facilities.
4.5	Contribute to the review and development of appropriate policies and procedures and the development of best practice.
5	**Personal and Professional Development**
5.1	Attend and participate in regular team meetings and supervision.
5.2	Complete the induction package and undertake other relevant training and professional development.

5.3	Develop and maintain a working knowledge of the law and practice relating to child and adult safeguarding, and other relevant areas.
5.4	Develop trauma informed and reflective practice, knowledge of evidence-based interventions, models and theories while applying them to own practice.
5.5	Share responsibility for own professional development in line with the requirements of the role, using internal development opportunities, external training, or support as required.
6	**Other**
6.1	Actively support Hopian to: • Develop the charity's sustainability • Promote the rights of individuals and families living in/or escaping abuse • Develop networks • Develop and maintain the charities profile
6.2	Utilise anti-discriminatory practice and promote equal opportunities and diversity.
6.3	Provide day-to-day support to colleagues, volunteers, and students.
6.4	Implement Hopian's Vision, Mission, and Values
6.5	Undertake duties as required by managers / Management Group commensurate with the grade of the post.

Person Specification

	Personal Skills and Characteristics	Essential	Desirable	Short listing Criteria
1. Knowledge, Experience and Education / Training				
1.1	Relevant recognised qualification(s) at minimum postgraduate diploma, in counselling.	A / CQ		Yes
1.2	A current accredited or registered member of a professional body (i.e., BACP, UKCP, BPS or HCPC Arts Therapies).	A/CQ		Yes

1.3	Experience delivering 1:1 trauma informed counselling with individuals who have complex needs.	A/I/R		Yes
1.4	Professionally trained and experienced in trauma informed practice; working within of one or more counselling/ psychotherapeutic approaches, with good knowledge of other theoretical frameworks and ways of working.	A/I/R		
1.5	Awareness of equal opportunities and an ability to address discrimination.	A / I		Yes
1.6	Experience assessing therapeutic needs, guiding individuals to identify strengths, set realistic goals, and plan necessary changes for progress.	I		
1.7	Understanding the issues, effects, and needs of adults and children who have experienced child sexual exploitation or domestic abuse, as well as the challenges encountered by marginalised groups.	A / I		Yes
1.8	Understanding the importance of using a strengths-based approach.	A / I		Yes
1.9	Demonstrated capacity to collaborate effectively within a multi-disciplinary team.	I		
1.10	Understand the importance of being able to maintain confidentiality.	I/R		
1.11	A commitment to ongoing continuous professional development.	A/I/R		
2. Skills and Abilities				
2.1	Demonstrated ability to manage an agreed caseload and related role responsibilities.			
2.2	Ability to work independently and as part of a team.	I/R		
2.3	Demonstrated ability to deliver trauma-informed programs and facilitate sessions in group settings.	I		
2.4	Self-motivation and ability to work on own initiative.	A/I		Yes

2.5	Ability to work under pressure and manage time effectively.	I		
2.6	Ability to develop and maintain professional relationships with service users, paid and unpaid staff and professionals from other organisations.	I		
2.7	Ability to manage and resolve conflict.	I		
2.8	Ability to maintain effective and appropriate records.	A/I		Yes
2.9	Ability to communicate verbally and in writing clearly and effectively.	I/R		
2.10	Ability to cope in emotionally challenging circumstances. To be willing and able to seek appropriate support through your personal clinical supervisor and line manager.	A/I		Yes
2.11	Able to engage in reflective practice, identify personal learning needs, and act on feedback and guidance.	A/I		Yes

Key:

- A – Application
- I – Interview
- Reference
- CQ – Certificate or Qualification
- OT – Occupational Test
- CRB – Criminal Records Bureau Check

- This specification has been prepared in accordance with the requirements of the organisation's Equal Opportunities and Employment Policy (ies).
- Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.
- We will undertake to make any *reasonable adjustments* to a job or workplace to counteract any disadvantages a disabled person may have.
- Disable applicants who meet the essential short-listing criteria will be guaranteed an interview.
- In the event of a large number of applicants meeting he essential criteria, desirable criteria or occupational testing may be used as a further short-listing tool.