

Children Linked and Experiencing Abusive Relationships



JOB DESCRIPTION

CLEAR SESSIONAL COUNSELLOR

MAIN PURPOSE AND SCOPE OF THE JOB

- To undertake individual counselling / Therapy and group support work with children and young people who have experienced an abusive relationship in the context of sexual, physical, emotion and psychological abuse. Enable them to flourish within a therapeutic setting.
- Provide a safe, confidential Child and Young person centred therapeutic setting with appropriate models.

POSITION IN ORGANISATION

Reports To: Lead Project Counsellor.

DUTIES AND KEY RESPONSIBILITIES

1. Support organisation

- To report as required to the Lead Project Counsellor, Trustees and Management Committee of work in progress and all matters.
- To adhere to the policies and procedures of the counselling service in line with the BACP ethical framework and NHS guidelines, to optimise client confidentiality and the safety of clients and counsellors, including risk assessment guidelines for suicidal or aggressive clients.
- To support as necessary with the Lead Counsellor on assessments and appropriate liaison with clients.

2. Supporting Children and young people

- To organise and prepare venues for face-to-face work.
- Assist in the development of service user forums and encourage the involvement of Children and Young people.
- To ensure creative materials are available for clients.

3. Administration/ Finance

- To assist with and to actively contribute to the Project's record keeping and monitoring of information.
- To provide monthly reports as required.
- Present invoices accurately and in good time for processing

1. Personnel

- To offer guidance and support to co-workers / volunteers.
- To ensure that good standards are maintained for the protection of Children and Young People and the projects assets, with attention to legal requirements, Health and Safety at Work.
- To maintain professional insurance indemnity to ensure safe practice.

2. Representing the organisation

- To engage in communication and foster good relations with individuals, groups and external agencies that need to be informed of or involved in the delivery of CLEAR work.
- To attend events and meetings organised by external agencies as requested by the Lead Counsellor.
- To promote good practice of work of the project to other agencies, individual

Continued Professional Development

- To demonstrate ongoing commitment to Child protection and ‘Every Child Matters’ through its equal opportunities and diversity policies/ procedures.
- To foster effective communication skills at all levels both in the organisation and outside.
- To undertake any other tasks deemed necessary for good operation and coordination of the organisation as agreed.
- To be responsible for own continuing professional development, and undertaking training as appropriate.

This job description may be reviewed and amended, by agreement, subject to the needs of service users, the organisation and funding.