

**Job Description and Person Specification**

**Qualified Counsellors - Young People**

Salary: Pay Scale £14.00 per hour

Hours: Part-time (6 hours per week. Mondays and Wednesdays 4pm – 7pm)

Location: Melksham, Wiltshire

Reporting to: Counselling Lead

Responsible for: Managing a caseload of clients, ranging from 13 – 17 years of age

Contract type: Fixed-term for 12 months with possibility of extension

**Role Summary:**

Wiltshire Mind is a local mental health charity. Our Counselling Service is a busy, well-established counselling service for people across the county of Wiltshire. We also provide counselling training placements to trainees on counselling diplomas.

We are recruiting 2 Qualified Young People’s Counsellors in order to expand our counselling service so that we will be able to offer a service to 13-17 year olds. This position requires an experienced practitioner (BACP registered member). It is essential to have experience of Integrative Counselling and assessments and working in an organisational setting. The successful candidates will hold a caseload and will also be responsible for assessing new clients into the service. Experience and practice in counselling children and young people is also integral to the role with an ability to use creative and talking therapies. The successful candidates will work closely with the Counselling Lead and Counselling Co-ordinator in order to fulfil requirements of the charity and to constantly seek to improve the service.

The successful candidate will need to demonstrate high levels of professionalism and exhibit a keen interest in the charity and the values that it seeks to uphold. Wiltshire Mind is a totally self funding charity.

The role is subject to receiving satisfactory references, Enhanced Disclosure and Barring Service check and a probationary period.

Initial hours will be 6 hours per week, but there is scope for additional hours in the future, subject to the requirements and demands of a growing service.

**Job Description:**

To be responsible for a counselling caseload of 6 clients per week who will fall between the ages of 13 and 17. Role responsibilities:

1. To commit to building a therapeutic relationship with clients on a weekly basis in the office in Melksham.
2. To be able to communicate effectively with young people.
3. To have experience of counselling children and young people.
4. To have the ability to listen to young people and understand their needs.
5. To help to build children and young people’s resilience through talking, creative work and play.
6. To help children and young people to cope with wide-ranging and often complex social issues including bullying, bereavement, domestic violence, family breakdown, neglect and trauma.
7. To undertake initial assessments for clients and to ensure that they fit within the clinical boundaries of the service.
8. To liaise closely with the Counselling Service Co-ordinator and Counselling Service Lead in order to ensure smooth operational running of the service.
9. To work with the Counselling Service Lead by providing feedback and offering suggestions for improvement to the service.
10. To meet the requirements of the service with regards to boundaries, confidentiality and safeguarding.
11. To attend adequate professional supervision which will be provided by Wiltshire Mind.
12. To be prepared to continue education and professional training.
13. To maintain appropriate record keeping systems in line with the charity and data protection requirements.
14. To ensure that clients are offered to evaluate the service upon completion of their counselling sessions.
15. Consider and act on safeguarding issues within the service.

**Please note this job description is intended to outline the main duties of the post and may change as the post and service develops.**

**Person Specification:**

**Training/Qualifications/Attainments:**

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| --- | --- |
| **Essential:** | **Desirable:** |
| Recognised qualification in counselling or psychotherapy Level 4 | Recognised qualification in Counselling for Children and Young People |
| Evidence of significant post-qualifying continuous professional development specifically with regards to Children and Young People | Training in adult and child safeguarding |
| Membership of professional body, preferably BACP or UKCP | Accredited with a professional body |

**Experience:**

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| --- | --- |
| **Essential:** | **Desirable:** |
| Ability to carry out assessments and provide high quality counselling |  |
| Significant recent clinical experience |  |
| Experience of working in an organisational setting | Experience of delivering counselling in the voluntary sector |
| Experience of working in a time-limited counselling approach as well as longer term work. |  |
| Experience of counselling at different levels and using various techniques for the benefit of young people. |  |
| Having an understanding of Attachment Theory. |  |

**Skills:**

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| --- | --- |
| **Essential:** | **Desirable:** |
| Ability to assess client’s needs and risks including those with complex issues |  |
| Excellent interpersonal skills and ability to maintain clear boundaries |  |
| Strong team working ethos. |  |
| Ability to communicate effectively with clients, colleagues and management, both verbally and in writing |  |
| Case recording and monitoring skills |  |

**General:**

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| --- | --- |
| **Essential:** | **Desirable:** |
| Ability to work well within a team |  |
| Experience of working independently and managing own workload |  |
| Willingness to contribute to the charitable aims of the organisation |  |

**How to apply:**

**CLOSING DATE 4 DECEMBER 2018**

Please send a CV together with a covering letter by email or letter to:

Carolyn Beale, Wiltshire Mind, Part 1st Floor, 2nd Floor, 21-23 High Street, Melksham SN12 6JY.

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