

## **Job Description and Person Specification Qualified Counsellor - Young People**

Salary:	Pay Scale £14.00 per hour
Hours:	Part-time / Evenings (9 hours per week over 3 days)
Location:	Melksham, Wiltshire.
Reporting to:	Head of Service Delivery
Responsible for:	Managing a caseload of clients, ranging from 11 – 17 years of age.

### **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 1 Qualified Young People's Counsellor to support our service for 11-17 year olds. This position requires an experienced practitioner (BACP registered member). It is essential to have experience of Integrative Counselling and counselling assessments whilst working in an organisational setting. The successful candidate 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 Head of Service Delivery 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.

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

Initial hours will be 9 hours per week, but there may be scope for additional hours in the future, subject to the requirements and demands of a growing service.

At Wiltshire Mind we value diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures and believe that a diverse workforce will help us in supporting those experiencing mental health problems or emotional distress.

If you need any adjustments to the recruitment process, at either application or interview, please let us know.



## Job Description

To be responsible for a counselling caseload of 7 clients per week, who will fall between the ages of 11 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 young people's resilience through talking, creative work and play.
6. To help 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 Head of Service Delivery in order to ensure smooth operational running of the service.
9. To work with the Head of Service Delivery 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 and meet CPD requirements.
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.

## Person Specification

### Training/Qualifications/Attainments

<b>Essential</b>	<b>Desirable</b>
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

<b>Essential</b>	<b>Desirable</b>
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

<b>Essential</b>	<b>Desirable</b>
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

<b>Essential</b>	<b>Desirable</b>
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	

**CLOSING DATE: Wednesday 9<sup>th</sup> June 2020**

### How to apply

To enquire about the role and request an application form, please either call or email Philippa Collins using the details below:

01225 706532 | [philippa.collins@wiltshiremind.co.uk](mailto:philippa.collins@wiltshiremind.co.uk)

