Job Profile - Community Counsellor

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| Reporting to | Therapeutic Services Manager | Job Level: |
| Service Area | Therapeutic services | - Entry level/Ancillary  - Service Delivery  - First Line Manager/Qualified Practitioner/ Specialist  - Manager/Clinical Supervisor/Senior Specialist  - Senior Operational Management  - Strategic Leadership |
| Location | Horsham | |
| Contract | Permanent | |
| Hours | 2 days - 15 hours | |
| Salary | £33,795 per annum, pro rata | |

# Job purpose

To offer counselling, including face to face (at different venues in West Sussex), online and groupwork to children and young people, aged 11- 18 years old.

You will also offer assessments to children & young people within the Tier 2 Counselling Service.

You will manage a caseload of children and young people, delivering counselling within the West Sussex Dialogue service model.

# About us

We help children and young people have a fair chance to be who they want to be. We do this by providing a safe home, increasing life skills and self-confidence, and improving emotional wellbeing and mental health. Each year, we support thousands of children and young people up to the age of 25 across Sussex and Surrey. We offer support in three service areas:

• Housing provision and sustaining accommodation

• Specialist information, advice and support

• Emotional wellbeing and mental health

We are a member of the YMCA Federation of England & Wales and are guided by their vision of ‘transforming communities, so all young people can belong, contribute and thrive’. This vision reflects the original Christian foundation of the YMCA movement, but with a clear emphasis on being an inclusive organisation.

**Our values** - guide us in all our actions.

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# Responsibilities

1. Offer face to face and online counselling and groupwork to children & young people in the local settings in West Sussex.
2. Carry out individual face to face and online assessments with children and young people.
3. Work with the project administrator and project manager to ensure high quality delivery of service.
4. To work within the framework of a 6-session model.
5. To record precise and thorough session notes in a timely manner.
6. To have a clear and thorough understanding of safeguarding children and young people- policies and procedures.
7. Work with managers to support the signposting or referral of young people with other vulnerabilities to other services including Early Help and MASH where appropriate.
8. To work within the BACP Ethical Framework and to uphold the clinical standards that are expected from a BACP Accredited Service.
9. To attend fortnightly supervision, team meetings and line management meetings as required.
10. To develop and co-facilitate groups for children and young people in the service.
11. To work systemically, e.g. liaise with and include parent/carers, educators, health professionals when appropriate and as agreed by the client.
12. To actively promote participation and for all service users to be offered the opportunity to have a voice, get involved and to influence operational and strategic direction within YMCA DLG, and to support the future delivery of mental Health & emotional well-being services across West Sussex.
13. Develop and maintain links with key cross-agency personnel and act as a link person for YMCA DownsLink Group services in West Sussex.
14. To contribute to and be part of YMCA DownsLink Group and attend meetings as required. Working constructively as part of a team and being involved in the development of good practice.
15. To work in accordance with all YMCA DownsLink Group policies and procedures and to work in accordance with West Sussex County Council Local Authority policies and procedures in the local settings.
16. To carry out, from time to time, any other appropriate duties in line with capabilities as directed by the line manager to support and promote the work of the project.
17. To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.
18. To attend YMCA DLG mandatory training and abide by our policies and procedures on Safeguarding, Health and Safety and Equality and Diversity.
19. To attend appropriate continuing professional development and training events and be committed to team events.
20. To ensure service users are made aware of key processes e.g. complaints, information sharing, getting involved, and to make sure that they are asked about how they would prefer information; to ensure special information requirements (e.g. large print, language, braille etc) are clearly recorded on their files and that their needs are met.

**General**

1. Work to our vision, mission and values.
2. Be committed to continuing professional development and utilise Reflective Practice Supervision as part of leading Psychologically Informed practice.
3. Comply with our policies and guidelines on safeguarding, health & safety, data protection and equity, diversity and inclusion, attend mandatory training, and abide by our Code of Conduct.
4. Carry out any other duties as may reasonably be required by YMCA DownsLink Group, including deputising as appropriate in areas relevant to own responsibilities.
5. Work in a team … (shift patterns where applicable) to work flexibly to ensure cover and to take responsibility for safe delivery during periods of lone working.

# Person Specification

# Knowledge

* A working knowledge of Child Protection & Vulnerable Adult Safeguarding issues and procedures (essential)
* A good understanding of child developmental processes (essential)
* An understanding of psychodynamic theory and practice and the capacity to use both flexibly in working children with young people (essential)
* General knowledge of the current issues affecting children and young people (essential)
* A commitment to the Aims and Purposes of YMCA DownsLink Group (essential)
* A good understanding of local and national mental health services for children and young people and the associated thresholds (essential)
* Demonstrate a working understanding of the principle of equal opportunities (essential)
* Knowledge and understanding of best practice in relation to engagement and participation of children and young people (essential)
* Driving licence and access to a car for business use (desirable)

## Skills and abilities

* Ability to build effective trust and rapport with reporting staff team, with a proven work history of effectively supporting, guiding, developing, encouraging, motivating and leading a team (essential)
* Excellent written and verbal communication skills (essential)
* Excellent IT skills (essential)
* Strong assessment skills, including on-going assessment of risks (essential)
* Flexible interpersonal approach (essential)
* Ability to organise and prioritise work and coordinate a variety of tasks in an effective and timely way to meet agreed deadlines (essential)

# Qualifications & Training

* Experience of working as a Counsellor post-qualified at diploma, graduate or post graduate level or equivalent (essential)
* BACP Registration or Accreditation and/or eligible for other Professional Accreditation e.g. UKCP/HPC (essential)
* An in depth understanding of counselling theory and practice and working to short-term models (essential)

# Employee Declaration

I confirm that I have read, understood and agree to the expectations of the role as outlined in this job profile:

**Name: Signed: Date:**