

Job Description

COUNSELLOR

Hours	30 hours per week (flexible, includes evenings/weekends)
Term	3 years
Pay rate	£27,000 - £29,000 (pro rata) dependent on experience
Reporting to	Service Director

This Post is funded by The Henry Smith Charity for 3 years to 2025.

The post is subject to membership of the PVG Disclosure Scheme.

Purpose of post

To provide individual counselling face-to-face from our Counselling Centre, online via Zoom and/or by phone, in line with Relationships Scotland requirements and policies, and the ethical framework and code of practice of the counsellor's professional body (COSCA/BACP/BABCP). To monitor and evaluate the impact of counselling on clients.

The counsellor may practice within a person-centred, psychodynamic, integrative or CBT framework.

Aims

- Clients show improvement in a range of outcomes including: confidence/self-esteem, ability to deal with stress/anxiety/other mental health condition, ability to cope at work, ability to cope with their children/family life
- Clients have a more positive outlook and feel able to move forward
- Clients report an improvement in personal/family relationships

Main Responsibilities

- Develop positive and effective therapeutic relationships with clients, including undertaking comprehensive needs and risk assessment to ensure that clients' support needs are fully identified and met appropriately.
- Manage a varied caseload of individual therapeutic work in line with Service requirements.
- Meet the supervision requirements of their professional body and Relationships Scotland, and attend additional group and peer supervision as required by the Service.
- Monitor and evaluate the progress of clients, ensure timely completion of session records and other service paperwork, and liaise with the Client Liaison Worker to ensure timely and appropriate communication with clients.
- Undertake Continuing Professional Development and participate in other training as required by the Service.

Additional Responsibilities

- Develop and maintain effective working relationships with colleagues within RS Orkney and with other agencies.

RS ORKNEY

counselling, mediation & family support

- Positively and proactively represent RS Orkney at all times in interactions with clients, staff and other agencies.
- Work as part of a team, attend and participate actively in Service meetings, events and activities, including supporting service development.
- Help to raise the profile of the Service and contribute to external communications whilst ensuring client confidentiality.
- Maintain professional and personal development to meet the changing demands of the job.
- Other tasks as delegated by the Service Director.

Responsibility for outcomes

The postholder will have lead responsibility for ensuring the outcomes are achieved, including:

- Meeting local need by providing around 15-20 client sessions per week
- Providing evidence of client progress, including anonymised case studies.

PERSON SPECIFICATION

Essential

Qualifications

- Diploma in Individual Counselling
- Membership of COSCA/BACP/BABCP

Experience & Knowledge

- Over 100 hours' counselling practice post-qualification
- Experience of working therapeutically face-to-face, online and by phone
- Working knowledge of a range of different therapeutic frameworks
- Experience of working with vulnerable adults and complex cases e.g. PTSD, historical abuse

Personal Qualities

- Ability to develop effective therapeutic relationships
- Commitment to ethical and reflective practice and client confidentiality
- Empathy
- Good observational and analytical skills
- Good verbal and written communication skills
- Ability to work under pressure
- Ability to work autonomously and as part of a team
- Ability to work flexibly and proactively
- Sound IT skills including Microsoft Word, Excel and email

Desirable

Qualifications

- Additional Post Graduate training in areas such as complex trauma, working with clients who have experienced abuse
- Working with a range of diagnosed conditions e.g. autism, PTSD
- Working therapeutically with children/young people

Experience & Knowledge

- Knowledge of the work of Relationships Scotland
- Knowledge or experience of working with families affected by domestic abuse
- Knowledge or experience of working with families affected by addictions
- Ability to drive or access to own transport

Equal Opportunities

We are an equal opportunity employer as stated in our policy on Equality and Diversity.