

**Counsellor**

**Job description and person specification**

**Summary**

|  |  |
| --- | --- |
| **Salary** | £21.85 per hour |
| **Hours** | Minimum 12 hours per week (8 sessions plus administrative time) and maximum of 21 hours per peek (14 session plus administrative time) |
| **Responsible to** | Counselling Manager / Counselling Coordinator |
| **Based** | Option of hybrid or fully home working |
| **Pension** | Employer pension contribution of 5% |
| **Annual leave** | 27 days plus bank holidays (pro rata) |
| **Contract** | Fixed term contract to 31st March 2023 |
| **Probation Period** | 2 months |
| **Notice Period** | 2 months |

**Equal opportunities statement**

SARSAS values diversity and welcomes applicants from all sections of the community. We are actively encouraging applicants with a protected characteristic (such as BAME people) who are currently under-represented at SARSAS, to join our team. We are a Disability Confident Committed Employer. Our current premises are wheelchair accessible.

**Further detail**

* **Salary:** £42,036 per annum – Full Time Equivalent

In addition to clinical work, you will be paid £21.85 per hour for relevant time spent on administration, line management, clinical supervision, team meetings and attendance at mandatory training. You will also receive a comprehensive induction package, training, clinical supervision, and an individual staff training allowance.

* **Hours:** Minimum8 sessions per week (12 hours) and maximum of 14 sessions per week (21 hours) with some flexibility on preferred days of the week.
* **Based:** Depending on availability, the candidate can either deliver a mix of in-person and remote sessions or deliver all counselling sessions remotely. In-person sessions would be delivered in one of our established locations across the Avon and Somerset area; details would be agreed depending on the candidate’s location and availability to travel.
* **Responsible for:** Provision of one to one, time-limited, in person, online and/or telephone counselling to adults who have experienced sexual violence
* **Qualifications:** Registered and, ideally, accredited or eligible for/working towards accreditation, with the British Association for Counselling and Psychotherapy (BACP), UKCP or other professional recognised body with experience of working with clients who have experienced significant trauma, including sexual violence

**We are seeking experienced counsellors to deliver counselling across the Avon and Somerset area to adults who have experienced sexual violence or rape.**

**About you**

You will be a skilled counselling practitioner who has experience of working with clients who have experienced significant trauma, including rape and sexual abuse. You will work creatively and an integrative way within a person-centred framework and will be committed to creating an environment and relationship through which your clients feel safe to explore, understand and heal from their experiences.

You will be passionate supporting people who have experienced sexual violence and committed to promoting the values and ethos of SARSAS.

**About SARSAS**

SARSAS exists to relieve the trauma and distress and help rebuild the lives of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and to enable survivors’ voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of their effects at the forefront of our approach to support.

**Key responsibilities**

**Operational**

* Work within the SARSAS team to provide a high-quality counselling service, which is responsive, ethical, safe and effective for all clients.
* Work in a person-centred way and form effective therapeutic alliances whilst maintaining professional boundaries.
* Appropriately use different therapeutic tools, depending on the needs of individual clients, to help survivors cope and recover from sexual violence.
* Work within and adhere to the SARSAS Counselling Framework and BACP Ethical Framework for the Counselling Professions.
* Continuously work towards and support the development of best practice in therapeutic interventions with people affected by sexual violence.
* Carry out clinical needs assessments and support planning.
* Regularly review your counselling work and incorporate SARSAS’s outcome monitoring tools for all service users.
* Maintain confidential, up-to-date and accurate records of all counselling sessions, carefully considering the sensitive nature of this work in-particular regarding statutory investigations and court proceedings (pre-trial therapy).
* Work within the SARSAS team to ensure that all service activity is recorded and inputted appropriately onto the database.
* Facilitate the contribution of service user feedback thus ensuring that service users’ voices are heard within SARSAS.
* Positively promote the service in the wider community and represent SARSAS in an appropriate way, consistent with the organisation’s values and objectives.
* Liaise with referrers, other professionals and agencies as appropriate.

**Supervision and professional development**

* Attend SARSAS induction and mandatory training and participate in future training and development opportunities appropriate for role.
* Continuously commit to self-care and reflective practise including engaging with SARSAS line management, clinical supervision and annual appraisal.
* Attend organisational meetings as required.
* Work closely and effectively with the Counselling and Service Delivery team contributing to effective provision of all services.
* Maintain up to date knowledge of relevant legislation and clinical practice guidelines to contribute to the highest professional standards of counselling practice.

**Policy and procedure**

* Ensure that all SARSAS policies and procedures are adhered to.
* Maintain SARSAS’s Confidentiality Policy and GDPR regulation.
* Ensure that all work is clearly within Safeguarding Children and Adults guidelines as laid down in SARSAS policies.
* Uphold and work within SARSAS’s Equality and Diversity Policy.
* Maintain safe working practices and spaces through working within SARSAS’s Health and Safety Policy and Lone Working Policy.

**Additional information**

* Undertaking any other duties and responsibilities commensurate with the role.
* Work in a manner that promotes the ethos and values of SARSAS.
* Taking a positive and proactive approach to problem solving to contribute to a positive working environment.

See next page for Person specification.

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications and experience**  | **Essential** | **Desirable** |
| 1. Registered with British Association of Counselling and Psychotherapy (BACP), UKCP or other professional recognised body.
 |  |  |
| 1. Accredited or eligible for/working towards accreditation with British Association of Counselling and Psychotherapy (BACP), UKCP or other professional recognised body.
 |  |  |
| 1. Educated to minimum Diploma level in Counselling or Psychotherapy (or equivalent).
 |  |  |
| 1. Minimum of 2 years post qualification counselling practice.
 |  |  |
| 1. Significant clinical experience of working therapeutically with adults who have experienced trauma, including rape and sexual abuse.
 |  |  |
| 1. Experience of building positive and empathic relationships with clients.
 |  |  |
| 1. Relevant experience of making comprehensive assessments and understanding referral pathways.
 |  |  |
| 1. Experience of multi-disciplinary working, in particular working alongside statutory services such as police and social services.
 |  |  |
| 1. Experience of and commitment to working with diversity.
 |  |  |
| 1. Experience of participating in clinical supervision.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Skills and abilities** | **Essential**  | **Desirable** |
| 1. A sensitive, mature approach to working within a specialist service.
 |  |  |
| 1. Clear and effective verbal and written communication skills.
 |  |  |
| 1. Ability to manage a complex caseload demonstrating good organisational and planning skills.
 |  |  |
| 1. Ability to keep up-to-date and accurate records and monitoring and evaluation data to support organisation self-evaluation and reporting to funders.
 |  |  |
| **Knowledge** | **Essential** | **Desirable** |
| 1. Knowledge of a recognised trauma model and the impact of rape and sexual abuse.
 |  |  |
| 1. Working knowledge of safeguarding principles and procedures.
 |  |  |
| 1. Commitment to equality and diversity with regards to age, disability, gender identity, race, religion or belief, sex and sexual orientation.
 |  |  |
| 1. The implications of working alongside statutory investigations and court proceedings especially with regards to record-keeping, confidentiality and data protection.
 |  |  |
| 1. Knowledge of other key agencies and services.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Other requirements** | **Essential** | **Desirable** |
| 1. I.T. skills and willingness to use SARSAS’s database and remote platforms.
 |  |  |
| 1. Creative and flexible and able to work with others in a team.
 |  |  |
| 1. Understanding and commitment to SARSAS’s feminist ethos.
 |  |  |
| 1. Commitment to continuing professional development.
 |  |  |
| 1. Enthusiasm and passion for the nature of this work.
 |  |  |
| 1. Awareness of the possible impact on oneself of the work and commitment to looking after own personal wellbeing.
 |  |  |