

All Saints Youth Project – (part of All Saints Community Projects)

Job Description and Person Specification

Job Title: Counsellor

Reports to: The Family Support Coordinator/Counselling Coordinator

Main Purpose and Scope of the Job:

To undertake counselling of young people and parents/carers (with and without additional needs).

Part-time: 16 hrs per week (days and times to be negotiated)

Holidays: 5 weeks pro rata

Annual Salary: £8,819.20

Duties and responsibilities: To ensure that the goal of all our work is positive outcomes for young people, working in a child centred way.

Counselling Young People/Parents & Carers

1. Counsel young people and parents/ carers at ASYP or as required in other locations.
2. Keep confidential notes and progress reports on young people and parent/carers.
3. Liaise/co-operate with schools and other referral agencies including Safeguarding teams.
4. Report any safeguarding concerns to Family Support Coordinator (DSL) and write up concerns immediately after the disclosure/incident.

Professional Matters

5. Work within accepted professional counselling guidelines – BACP/NCS/UKCP
6. Ensure you receive regular clinical supervision.
7. Meet targets as agreed with the Youth Management Committee/Board and Funding organisations.

ASYP Team & Values

9. Work within the All-Saints Statement of Values.
10. Work within the policies and procedures of the organisation
11. Actively participate in team meetings and staff training.
12. Provide reports to the counselling coordinator.
13. Contribute to the evaluation and review of All Saints Youth Project's activities.
14. Work co-operatively with staff and volunteers working in other parts of All Saints Youth Project and within All Saints Community Projects.

E. Administration, Finance

15. Respond to referrals in a timely manner.
16. To maintain up to date records.
17. Support potential funding applications

Person Specification

	Essential	Desirable
Qualifications		
Diploma level 4 counselling qualification	/	
Post qualification certificate in counselling children and young people (or working toward)	/	
Membership of BACP/UKCP/NCS	/	
Additional training in working with children and young people		/
Accreditation by BACP (or equivalent)		/
Experience		
Counselling children and young people aged 11 to 19 (up to 25years with additional needs)	/	
Counselling adults	/	
Working with groups of young people around relevant issues	/	
Working as part of a team	/	
Working within a community-based organisation		/
Knowledge		
Child development	/	
Understanding of young people with additional needs	/	
Relevant issues for young people	/	
Safeguarding	/	
Privacy and Confidentiality	/	
Effective counselling practice	/	
Evaluation methods	/	
Referral agencies		/
Skills		
Good communication skills – written, verbal and non-verbal	/	
Writing reports	/	
Managing own case load	/	
Awareness of personal limitations and boundaries	/	
Planning and running group work		/
Basic IT skills		/
Qualities		
Non judgemental attitude to young people and parents/ carers	/	
Self motivated	/	
Flexible and adaptable	/	
Friendly and approachable	/	
Reliable	/	
Good timekeeper	/	
Reflective	/	

***This job requires an enhanced DBS check.**