

JOB DESCRIPTION

ISSUE DATE:	November 2004
JOB TITLE:	Counsellor/Therapist
PAF	£23,875 (pro-rata) - registered counsellor £24,913 (pro-rata) - accredited counsellor
HOURS:	39 - 37.5 hours per week (Monday - Saturday)
RESPONSIBLE TO:	Counselling Coordinator, Operations Manager & Contract Lead
SUPERVISED BY:	Lead Therapist
ACCOUNTABLE TO:	Chief Executive Officer and Board of Trustees
WORKING RELATIONSHIPS:	Hub and Counselling Co-ordinator, Therapists, Support Workers, EDVA, BMCYPSAG Team, Admin/Finance/HQ Team, Operations Manager and Contracts Lead, CEO
MAIN PURPOSE:	To provide face to face counselling and participate in the provision of the counselling service.

Major Tasks:	Role:
1. Job Purpose	<ul style="list-style-type: none">• To establish and model good practice in the counselling of survivors of sexual violence (age 16+)• To ensure that the counselling provided is delivered to a high standard, in accordance with BACP's Ethical Framework for Good Practice and under appropriate clinical supervision.• To undertake Initial Clinical Assessments• To work with and under management supervision of the Hub and Counselling Co-ordinator in developing and maintaining a service which is safe, equitable, accessible and effective.• To contribute to the ongoing monitoring and evaluation of the counselling service, including accurate updating of database systems• To develop, network and maintain links with appropriate organisations both locally and nationally.• To work within the framework of the Centre's Equal Opportunities Policy• To undertake all other duties as reasonably requested by the Hub and Counselling Co-ordinator, Operations Manager and Contracts Lead and Chief Executive Officer
2. Counselling Service	<ul style="list-style-type: none">• To deliver a high quality counselling service to survivors of sexual violence (aged 16+) which is safe, ethical and effective and supports key outcomes• Managing a portfolio of clients and providing both time limited and longer term sessions as required.• To undertake rigorous clinical assessments and identify and action