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**Domestic Abuse Counsellor (Warwickshire)**

**Job title:** Domestic Abuse Counsellor (Warwickshire)

**Salary:** NJC Scale 6 SCP 18 (£27,344) to SO1 SCP 25(£32,020) pro rata (dependent on qualifications and experience in line with LE’s pay structure)

**Employer:** Listening Ear (Merseyside) - abbreviated as LE below

**Accountable to:** Clinical Team Leader

**Contract**: Initially 6 month fixed-term, with possibility for extension.

**Hours**: Full-time

**Location:** Warwickshire. Hybrid-role, inclusive of regular, required travel to Schools and Community venues within the Warwickshire footprint. Infrequent but some requirement to attend our HQ in Merseyside for induction and training.

**1. Key Working Relationships**

* LE’s SMT, Staff, Bank Workers and Volunteers
* LE Referral agencies and external stakeholders
* LE’s Clients & Beneficiaries

**2. Job Purpose**

* To support improvements in children, young people, and adult’s mental health through the provision of a counselling service
* Following completion of in-house training, be able to provide activity-based therapy or counselling for anyone aged 4+ and be able to take a family approach if required.
* To be able to adhere to LE’s process maps, policies and procedures accurately across services.
* To use information gathered through the assessment process to develop appropriate support plans for presenting issues.
* To use LE’s CRM system accurately and effectively to complete full referrals, clinical assessments, case notes, communications, outcomes and evaluations.
* To identify and manage risk/safeguarding in line with LE’s policies & procedures.
* To work with a wide range of presenting issues.
* To develop and deliver psycho-educational group work as required.
* To be in a position to provide referral and assessment appointments.
* To actively participate in LE meetings & clinical and management supervision.
* To keep up-to-date with changes in practice and participate in training and education identified as part of supervision and/or professional and personal development plan.
* To ensure good liaison exists between self and relevant external agencies including attendance at external meetings where necessary or the submission of timely reports.
* To undertake administrative and clerical tasks

**3. Overview of Responsibilities**

**Maintaining an Accessible Service**

* Accurately complete all records, in accordance with the DPA/GDPR
* Be responsible for liaising with staff/volunteers and other referring bodies

**Premises and Physical Resources**

* Ensure the proper maintenance and security of premises and equipment
* Take personal responsibility of own H&S at work and that of otherpeople

**Information Management and Technology**

* Maximise the use of IT systems and Lamplight (LE internal digital case management system.)
* Highlight any gaps in IT knowledge within supervision so that LE can provide appropriate training

**Communications**

* Act as LE ambassadors at all times and raise any concerns regarding LE directly with line managers
* Develop positive long-term relationships with stakeholders
* Provide written reports, case studies and information as requested
* Ensure good liaison exists between self, external agencies and clients, attending essential external meetings
* Communicate clearly and appropriately with internal colleagues, including volunteers and to actively promote a positive team environment

**Quality Assurance**

* Adhere to BACP Ethical Framework
* All counsellors will be members of BACP, hold the Certificate of Proficiency, be on the BACP Register of Counsellors and Psychotherapists and achieve BACP accreditation within 2 Years of being eligible to apply or have equivalent accreditation by an alternative accrediting body
* Work with a wide range of people and presenting issues
* Work within professional guidelines
* Follow LE’s robust systems, policies and procedures at all times which provide safe and effective client care and that minimises risk
* Engage with the organisational system for reporting and learning from critical incidents
* Actively participate in regular clinical and line management supervision
* Provide evidence of current working knowledge of Safeguarding/Child Protection and Risk Procedures and attend mandatory annual Safeguarding/Child Protection training to update this knowledge

**Service Development**

* Keep up-to-date with changes in practice and undertake training/education identified in supervision and/or professional and personal development plan
* Work with colleagues to develop services in partnership with relevant agencies

**General**

The post-holder will be expected to undertake duties relating to the work of LE as appropriate to the grade of this post or as delegated. The job description is not exhaustive and will be subject to adjustments in relation to the needs of a developing service and the skills and experiences of the post holder.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Personal Specification** | **Essential/**  **Desirable** | Please write a short statement below which evidences how you meet each criteria (if applicable to you).  For any that don’t apply to you, please write N/A (for not applicable).  **Please do not just write ‘yes’ below. This one word answer would not be considered evidence of how you meet criteria and will not score any points during shortlisting.** |
| Diploma in Counselling | E |  |
| Hold the BACP Certificate of Proficiency, be on the BACP Register of Counsellors and Psychotherapists | E |  |
| Minimum of 100 supervised client hours with CYP | E |  |
| Achieve BACP Accreditation within 2 years of being eligible to apply | E |  |
| Evidence of continuing CPD and an excellent knowledge of safeguarding and child protection practices | E |  |
| Experience of conducting initial assessments (including multi-agency and family assessments) | E |  |
| Experience of delivering a family approach to therapy | D |  |
| Knowledge of trauma informed care and Adverse Childhood Experiences (ACE’s) | D |  |
| Experience of delivering psycho-educational groups | D |  |
| An understanding of mental health services in the voluntary sector | D |  |
| Experience of mentoring volunteers | D |  |
| Full clean driving license and access to a car for mobile working, be working towards this or, be able to evidence an ability to travel between client appointments using alternative transport to meet the requirements of LE’s appointment timetable (which can include 4 appointments per day in 4 different schools) | E |  |
| To be a resident of Warwickshire | D |  |

**Person Specification: General Criteria for Listening Ear Employees**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Experience of working on own initiative in a supportive environment | E |  |
| 2 | Excellent administrative skills, with the ability to prioritise work and to manage a number of cases and priorities | E |  |
| 3 | Flexible working across a range of duties and across our range of opening hours including evenings and weekends if required | E |  |
| 4 | Excellent team working and communication skills both verbally and in writing | E |  |
| 5 | A positive contributor to achieving team goals | E |  |
| 6 | Demonstrate excellent knowledge of safeguarding and child protection practices and also ability to provide support to staff and volunteers | E |  |
| 7 | A calm approach to problem solving and to working in a busy office environment | E |  |
| 8 | A willingness to undertake training as required | E |  |
| 9 | Strong ethical values, personal integrity and the ability to work within the principles of confidentiality | E |  |
| 10 | An understanding and commitment to a client focused approach | E |  |
| 11 | An awareness and understanding of diversity and equality issues and work in a non-judgemental way with people from all backgrounds | E |  |
| 12 | Evidence of resilience and experience of working on own initiative with minimum of supervision, with the ability to remain professional under pressure | E |  |
| 13 | Excellent IT skills with the ability to effectively complete impact monitoring systems and to create professional reports for external agencies | E |  |

**Why Listening Ear?**

* Face-to-face training, induction and warm welcome provided at our headquarters in the North West to meet colleagues and welcome you to Listening Ear
* Values-driven organisation supporting vulnerable people across England
* Work within a BACP-Accredited Organisation that delivers support recognized by the Support After Suicide Partnership and Public Health England as best practice
* Annual Training and CPD Allowance to support growth and career development
* We support flexible home working practices and you will be supplied with an iPhone and laptop, plus a DSE Assessment during induction to support safe and comfortable home working
* Access to free and confidential counselling provided through LE’s Insurance Provider, to support staff welfare
* Pension contribution at 3%
* Daily informal communications with colleagues via remote platforms
* Annual festive celebration with colleagues