## Role information

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| Job title: | Part-time Children and Young Person’s Counsellor | Travel required: | Travel required |
| Location: | Black Country area – Sandwell, Dudley, Walsall, Wolverhampton | Position type: | Frontline counselling support to victims of violence and abuse |
| Service area: | Sexual Violence and Therapeutic Services | Salary: | £25,946.10 (FTE) full time equivalent |
| Responsible to: | Therapeutic Lead & Head of Strategic Partnerships | Working hours: | 18 hours (2.5 days per week)  Week days |

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| Additional requirements | Organisational benefits |
| * May require some work outside of normal office hours * Full driving license with willingness to use own vehicle * DBS check to be undertaken * Eligibility to work in the UK * Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female * The post holder may be required to undertake additional duties from time to time as instructed by the Service Lead and Executive Director, such a group work and presentations * This job description will be subject to review as part of the annual appraisal process * Individual Membership of recognised relevant professional body, BACP, BPS or UKCP or similar | * Mileage allowance * Training and development opportunities * Employee Assistance Programme * Access to group clinical supervision with a BACP trained counsellor * 22 days of annual leave (pro rata), plus bank holidays. Opportunities for this to be extended after 3 years of service * Annual leave ‘buy back’ scheme for those who want to purchase additional annual leave days * Bi-annual staff away days * Regular internal newsletter created by staff * Time off in lieu (TOIL) when overtime is required * 5% employer contribution to pension |

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| Job Brief |
| Black Country Women’s AidBlack Country Women’s Aid (BCWA) is an established charity that provides a range of specialist abuse support services to women, men and children across the Black Country. Our holistic, trauma-informed support enables victims to escape violence and abuse, cope with trauma and build resilience. **Our Therapeutic Services**  Black Country Women’s Aid Therapeutic Services is an established, in-house counselling support service for men, women and children who have experienced domestic and sexual violence and childhood sexual abuse.  **The Children and Young Person’s Counsellor Role**  The Children and Young Person’s Counsellor will be based within our Therapeutic and Sexual Violence Services, supporting the work of the Children’s Independent Sexual Violence Advisors (CHISVAs) and managing referrals through our Paediatric Sexual Assault Referral Centre contract (PSARC).  The post holder will deliver time limited person-centred one to one therapeutic counselling to children and young people between the ages of 5 and 18, who have experienced rape, sexual violence and/or childhood sexual abuse, including domestic abuse, at any time in their lives. The successful candidate will also provide administrative support and be responsible for managing the flow of referrals internally and externally into Therapeutic Services. They will handle a caseload and provide accurate case notes on our bespoke case management system.  This role requires an individual with excellent communications skills, compassion and empathy. |

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| **Working for BCWA** | |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organization and all it stands for.  The post holder must possess the understanding, skills and commitment to challenge abuse and violence within our society, acknowledging that victims are faced with many barriers. Victims of violence are at the heart of everything we do.  BCWA listens, supports and cares. |
| Commitment to safeguarding | Black Country Women’s Aid is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.  Employees must ensure that all practice is delivered within the framework of Safeguarding Adults and Children.  All posts are subject to the Rehabilitations of Offenders Act (Exceptions Order) 1975. It will be necessary for a check to be made to the Disclosure and Barring Service for details of any previous criminal convictions. |
| Equality and diversity | BCWA is a feminist organisation devoted to equal opportunities and a fairer society where everyone has the opportunity to fulfil their potential and diversity is valued.  BCWA will ensure that all employees, applicants for employment and volunteers are treated fairly and with respect at all stages of their employment or service. |
| General Data Protection Regulation (GDPR) | BCWA is committed to protecting the rights and freedoms of all individuals in relation to the processing of their personal data.  All employees are required to comply with GDPR procedures and principles. |

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| **Principal Duties** | |
| 1 | Provide counselling support to children and young people, providing high quality, evidence based, age appropriate, one to one interventions; this will take into consideration both safeguarding and individual needs. |
| 2 | Manage own caseload of counselling clients with an average of 10 – 12 clients over 2.5 days per week. |
| 3 | To be responsible for all client casework, ensuring that client information is updated regularly, recorded accurately and securely on our bespoke case management system (4Site). |
| 4 | Carry out client related administrative tasks, such as allocation emails, case closure letters, GP letters and general correspondence. |
| 5 | Use our case management system (4Site), Excel, and other tools to record data to assist on the production and analysis of reports on service throughput, outcomes and performance against targets. |
| 6 | Remain compliant with the statutory framework, Working Together to Safeguard Children Act 2018. |
| 7 | Ensure that any issues in relation to safeguarding adults/children are brought to the immediate attention of the Senior ISVA/manager. |
| 8 | Practice in accordance with the British Association for Counselling and Psychotherapy’s (BACP) Ethical Framework for Practice for Children and Young People |
| 9 | Attend clinical supervision in line with the BACP guidelines |
| 10 | Participate in on going Continuing Personal Development (CPD) in line with BACP guidelines, identifying and managing your own training needs. |
| 11 | Ensure BACP membership and or accreditation is upheld annually. If you are not already accredited you must be actively working towards your submission or that of a similar nature. |

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| **General Duties** | |
| 1 | Involve and encourage service user feedback and consultation in all aspects of the service. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and procedures, local and regional operational protocols and national legislation. |
| 3 | To develop, maintain and represent positive, collaborative working relationships with external professionals and all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 4 | To attend all meetings and training as required, attend monthly supervision sessions and appraisals. |
| 5 | To participate in BCWA performance management processes within agreed timescales, providing robust outcomes and evaluation reports on progress within the role. |
| 6 | Reporting to the service manager in line with the contract/service plan. |
| 7 | To ensure effective communication across all services and ensure that the service manager is informed at all times of any issues that impact effective service delivery. |
| 8 | To work within the organization’s quality assurance framework and ensure we provide a quality service to victims of abuse. |
| 9 | To develop innovative ways of working with victims of abuse based on good practice and evidence based research. |
| 10 | To support students, volunteers and apprentices as required. |
| 11 | To represent the organization positively contributing to local, regional and national strategy and events. |
| 12 | Maintain accurate and up to date records in line with organisational policies and procedures. |

# Person Specification

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| Qualifications and Experience | | Essential Criteria | Desirable Criteria | How Measured   * A – application * I – interview * T – test * R – references * E – evidence (ID, certificates) |
| 1 | An education to degree level or Diploma minimum Level 6 in Counselling Children and Young People and/or Psychotherapy | X |  | A, E |
| 2 | A minimum of 250 hours face to face counselling experience | x |  | A, E |
| 3 | Membership of recognised relevant professional body such as BACP, UKCP or similar | X |  | A, E |
| 4 | Postgraduate qualification or evidence of further CPD in specific areas relating to women, men and children dealing with trauma and crisis | X |  | A, E |
| 5 | Experience of handling a caseload | X |  | A, I |
| 6 | Experience of working with families with complex needs, such as mental health and substance misuse | X |  | A, I |
| 7 | Experience of working with children/young people, acknowledging safeguarding concerns and responding appropriately | X |  | A, I |

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| Knowledge | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Understanding of motivational interviewing |  | X | I |
| 2 | Understanding of trauma informed approaches | X |  | A, I |
| 3 | Knowledge of the Violence Against Women and Girls Strategy and the gendered nature of violence | X |  | I |
| 4 | Have knowledge and experience of applying health and safety, GDPR compliance and management |  | X | I |
| 5 | Have knowledge of relevant legislation and good practice requirements, particularly in safeguarding children |  | X | I |
| 6 | Have an understanding of the effects of Rape, Sexual Violence and Abuse, Childhood Sexual abuse and Childhood Sexual Exploitation | X |  | I |
| 7 | Have knowledge of complex needs, including problematic substance use, mental health issues and harm reducing interventions | X |  | A, I |
| 8 | Knowledge of the Criminal Justice System process. |  | X | A, I |
| 9 | Have a working knowledge of issues of attachment theory and children’s social/behavioral developmental milestones |  | X | A, I |

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| Skills and abilities | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Demonstrable ability to use Microsoft Office (word, excel, outlook, access, teams) and other virtual platforms | X |  | A |
| 2 | Maintain professional boundaries and know when to seek management guidance and support when required | X |  | I |
| 3 | Excellent verbal and written communication skills | X |  | A, I |
| 4 | Evidence of the ability to communicate effectively, build and develop relationships with partner agencies and clients through telephone, face to face and written reports | X |  | I |
| 5 | Evidence of the ability to be calm and resilient whilst under pressure and to remain optimistic and persistent | X |  | I |
| 6 | Evidence of the ability to build and develop supportive relationships with victims of abuse, showing sensitivity for others’ viewpoints and valuing diversity | X |  | I |
| 7 | Ability to hold and manage a caseload and work to timescales (using a SMART approach) | X |  | I |

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| Personal Attributes | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives |  | X | I |
| 2 | Uses a client-centred approach, demonstrating empathy, respect, trustworthiness and compassion | X |  | I |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering victims and survivors of abuse | X |  | I |
| 4 | Organised, proactive and consistent delivery of work | X |  | I, A |
| 5 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others | X |  | I |
| 6 | Evidence of personal resilience and aptitude for dealing with potentially distressing and highly emotional work | X |  | A, I |

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| Other Requirements | | Essential Criteria | Desirable Criteria | How Measured |
| 1 | Have a current driving license and access to a vehicle |  | X | E |
| 2 | Be willing to work unsociable hours, including evenings and weekends when required |  | X | A, I |
| 3 | Eligible to work in the UK | x |  | E |

# Version control and Sign off

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| Job description produced by: | Jas Adkins  Project Officer | Date Produced | 29/04/2021 |
| Job description reviewed and approved by: | Jennifer Lumsden Gordon  Therapeutic Lead and Head of Strategic Partnerships | Date Approved | 29/04/2021 |