**Relate Coventry & Warwickshire**

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| **JOB DESCRIPTION: Children & Young People’s Counsellor** |

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| **Reporting to:** | Director of Services |
| **Main Responsibilities** | * To actively participate in the Children and Young People’s counselling team. * To support the delivery of the children and young people’s counselling service. * To work directly with clients delivering assessments and ongoing counselling work. * Participate in activities and meetings commensurate with the post. |
| **Objectives of the post** | * The post holder is responsible for ensuring that they deliver a high quality and effective therapeutic service to children and young people in Coventry. |
| **Co-ordination** | * Contribute to the delivery of the funded children and young people’s counselling service in Coventry. * Deliver counselling assessments to identify the individual’s support needs. * Make decisions on suitability of new referrals, adhering to the services referral & assessment protocols. * Attend team meetings and development days to plan and review work priorities, contribute to project development and reporting procedures. * Liaise with appropriate Relate staff and external agencies to co-ordinate the delivery of our funded young people’s counselling service in Coventry. * Monitor and report on all your work. * Ensure that targets are met and reviewed in line with funding requirements and take any remedial action following monitoring and review. * Ensure that referral procedures are in place and working effectively, * Liaising with Relate staff and outside referrers as appropriate. |
| **Personnel** | * Attend supervision and line management as set by the Service Manager. * Assess your ongoing training needs and attend appropriate and mandatory CPD courses. * Register on the Relate practitioner directory. |
| **Health & Safety and Child Protection** | * Ensure that you are aware of and adhere to Relate Coventry & Warwickshire Health & Safety Policies and are aware of procedures regarding staff and client safety. * Ensure that all Safeguarding concerns are reported in accordance with procedures. |
| **Administration** | * To collect qualitative and quantitative monitoring data as required. * Ensure that targets are met and reviewed in line with funding requirements and take any remedial action following monitoring and review. * Maintain files on cases in accordance with data protection guidelines. * Ensure that client files and records are kept in an appropriate manner and updated when necessary. * Ensure that the Operational Policy is adhered to, including Safeguarding and Confidentiality Policies. * Ensure that you work in accordance with the British Association for Counselling and Psychotherapy Code of Ethics & Practice for Counsellors and also Coventry Safeguarding Children’s Board. |
| **Other** | * Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and procedures of Relate Coventry and Warwickshire. * Undertake such other duties as required by your line manager commensurate with the post. |
| **Locations and travel** | * Your job may involve working in a number of locations and will therefore involve some travelling for the proper performance of your duties. |

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| **Person Specification:** |

**Essential**

* Recognised Counselling Qualification (Level 5, Diploma level, Equivalent Relate Training or other equivalent)
* Additional qualifications / training in working with children and young people
* Minimum of 150 hours of supervised counselling practice, BACP accredited or committed to working towards accreditation.
* Ability to work flexibly including evenings and / or Saturday mornings
* Ability to work effectively within an organisational setting
* Ability to communicate effectively with children, young people, parents & carers and other professionals
* Ability to work effectively in a team and work independently using initiative and common sense
* Current clean driving license and access to a car
* Is in agreement with the aims of Relate Coventry and Warwickshire and committed to anti-discriminatory practice

**DESIRABLE**

* Significant background of working with children and young people e.g. Youth work, teaching, learning mentor, support work, counselling or equivalent
* Experience of working within the voluntary sector
* Experience of working in schools
* Good presentation skills

**All posts are offered subject to our receipt of an appropriate Enhanced certificate from the Disclosure and Barring Service and satisfactory references.**