**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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.**