

JOB DESCRIPTION

JOB TITLE: COUNSELLOR

RESPONSIBLE TO: THERAPEUTIC SERVICES LEAD

MAIN PURPOSE OF JOB

To participate in the delivery of a counselling service to parents and carers engaged in the Positive Futures project, and co-ordinate volunteer and student counsellors.

MAIN TASKS

Service Delivery

- Work as part of the Therapeutic Services team to deliver counselling to parents or carers
- Co-ordinate student and volunteer counsellors, particularly in relation to service delivery within the Positive Futures project
- Monitor and evaluate your work in coordination with the Therapeutic Services team on a regular basis

Working Collaboratively

- Engage and collaborate with the Positive Futures project team
- Liaise with colleges and universities to promote the service and Organisation
- Provide reports to you Line Manager, or the Positive Futures Coordinator, as required

Health & Safety

- Adhere to the Health and Safety policy of the Organisation

Personal development

- In consultation with line manager, attend relevant supervision and reflective practice
- Attend external clinical supervision (paid for by the Organisation)
- Undertake CPD as agreed with line manager
- Attend all staff training days and other Midlothian Sure Start events
- Carry out any other duties as required by the line manager

REQUIREMENTS

	Essential	Desirable
Qualifications		
A relevant degree/certificate in a counselling field.	✓	
Registration with the appropriate governing body.	✓	
Knowledge		
Family dynamics & relationships (especially of families with young children)	✓	
The impact of trauma on children and through the lifespan	✓	

The issues that affect families with children, including issues pertaining to the local area	✓	
Higher education routes relating to counselling		✓
Underpinning legislation (e.g. child protection)		
Experience		
Providing counselling to people with young children	✓	
Coordinating a project or service		✓
Promoting services within the local community	✓	
Operate as a member of a team	✓	
Supporting students or volunteers		✓
Skills		
Assessment, planning and recording of client work in a detailed, confidential and timely manner	✓	
Make objective decisions in relation to client work, particularly in relation to risk	✓	
Provide guidance and support to external agencies	✓	
Demonstrable interpersonal skills and the ability to engage with children, parents, students, colleagues and staff from other agencies		