

## **JOB DESCRIPTION**

<b>Role:</b>	<b>Temporary [12-month] Part-time VCS/MoJ staff counsellor</b>
<b>Hours:</b>	<b>15 per week</b>
<b>Salary:</b>	<b>£27,394 pro rata</b>
<b>Location:</b>	<b>Minimum of 1-day/week at Stanley Harrison House, Malton and possibility of 2<sup>nd</sup> day working at a location in Scarborough</b>
<b>Duration:</b>	<b>12-months, starting October 2021</b>
<b>Reports to:</b>	<b>Chief Officer</b>

1. To comply with Community Counselling [CCL] policies and procedures, including safeguarding and confidentiality, at all times.
2. To provide initial assessment appointments to adult victims of crime and to adult clients of the anger management counselling service.
3. To provide counselling appointments to the same client group.
4. To undertake triage appointments for clients referred to the brief counselling service for adults living in Ryedale, as required, as part of a new pilot scheme
5. To provide a mixture of face-to-face and remote client sessions [online/telephone].
6. To ensure the safety of vulnerable children and adults at all times by adhering to the CCL Safeguarding Policy and procedures, liaising with the Designated Safeguarding Officer and the Safeguarding Reporting Assistant – and other agencies – as appropriate.
7. To maintain confidential client records in accordance with CCL policy, the Ethical Framework for the Counselling Professions, GDPR<sup>1</sup>, and other legal requirements.
8. To monitor the effectiveness of the service, including completing the monitoring and evaluations forms provided by the commissioner, in a timely manner.
9. To effectively manage own client caseload.
10. To liaise with referrers as necessary, including via GP discharge letters.
11. To undertake clinical supervision with a supervisor approved by CCL.
12. To undertake other duties as required by the Chief Officer from time to time.

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<sup>1</sup> General Data Protection Regulations 2018