

## DESCRIPTION

**Title:** Family Counsellor

**Location:** The post may involve working in a number of locations depending on client needs. You will need to be flexible on your place of work and able to use your own transport. Your work base will be Epsom. The number of hours will be either one evening/Saturday of 4 hours or two evenings of 6 hours each week, with 6 weeks annual leave.

**Line Manager:** Chief Executive Officer

**Clinical Supervision:** Relevant Supervisor

**Salary:** Rates of pay vary, according to your qualification, the type of counselling and location of work, time of day and unsocial hours. Ranges between £10 and £27.09

**Hours of placement:** At least 4 unsocial hours, evening or Saturday morning. This can be one block of 4 hours or two blocks of 3 hours each week. There is a possibility to extend up to 20 hours each week dependent on centre & counsellor availability. Annual leave is 6 weeks per annum.

**Main Purpose of the placement:**

To deliver and evaluate high quality, effective and professional relationship counselling services to Relate clients when required

To participate in the development of services delivered at the centre as required

**Principle Accountabilities:**

- Adhere to the codes of ethics and practice adopted by Relate and relevant Counselling Professional Bodies.
- Be aware of and adhere to all Relate policies and practices, including Child Protection and Confidentiality to ensure the safety of clients and staff
- To maintain confidential records according to the data protection regulations and centre procedures
- To maintain and deliver records to enable the Centre to effectively monitor the use of the service and feedback from clients within agreed timescales
- To participate in individual and counsellor (clinical) supervision and team meetings as required
- To take responsibility for professional development and training as agreed with Supervisor and CEO to maintain your professional status and to meet business development needs
- To work collaboratively with the Centre team and the Federation to ensure the relationship counselling services are delivered in a co-ordinated, professional and efficient manner
- Positively and proactively undertake other duties as required by the centre manager that are appropriate to the position.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Education and training:</b></p> <ul style="list-style-type: none"> <li>• Recognised counselling qualification</li> <li>• Either a 1-year systemic practice or any AFT accredited course with a level 5 counselling training or 2 years systemic practice of any AFT accredited course.</li> <li>• Certificates of attendance for the core CPD requirements (safeguarding, DVA, Mental health &amp; suicide). These become mandatory on appointment.</li> <li>• Willingness to undertake additional training and CPD as required by the service for example, ISI and IA</li> <li>• Train the trainer, teaching or coaching qualifications</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Recognised supervised couple counselling practice and/or certificate of proficiency</li> <li>• Experience of working with a range of counselling theories and methodologies</li> <li>• Experience of counselling through a range of delivery methods ie face to face, individual, group, digital, online, etc</li> <li>• Experience of working therapeutically with adults from a range of backgrounds and needs, especially those who may be socially excluded</li> <li>• Experience of counselling families, children, groups or another additional service provided by Relate</li> <li>• Maintain accurate and appropriate records and store confidentially</li> <li>• Working autonomously and within a team</li> <li>• Experience of working with the voluntary sector</li> <li>• Experienced in assessing client needs and negotiating fees and/or signposting to appropriate provision</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>Key attributes:</b></p> <ul style="list-style-type: none"> <li>• Professional and positive approach to work</li> <li>• Able to think creatively to support the development of the services offered</li> <li>• Adaptable to changing work environments and able to work flexibly including evenings, weekends and at locations to suit business needs. (Minimum of 4 unsocial hours)</li> <li>• Able to work with tact and diplomacy and compassion</li> <li>• Reliable and punctual</li> <li>• Excellent verbal and written communication skills</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	