



Job Description

Job Title	Project Counselling Co-ordinator
Accountable to:	CEO
Reports to:	CEO
Grade :	£15.00 per hour
Hours:	8 hours per week (flexible)
Work Location:	30 Charnwood St Derby

PURPOSE OF ROLE:-

To co-ordinate and deliver a counselling service to Women's Work service users.

KEY ACCOUNTABILITIES:-

- **Manage the delivery of therapeutic face to face counselling to clients**
- **Assess clients suitability for counseling**
- **Refer clients to other internal and external services as appropriate**
- **Work within the BACP/ UKCP Ethical Framework**
- **Attend clinical supervision as per professional counselling requirements**
- **Promote & publicise Women's Work counselling services**
- **Maintain Women's Work confidentiality policy at all times in all aspects of the work.**
- **Prepare reports, correspondence and monitoring information as required, carrying out ongoing evaluation and impact of the service**
- **Recruit, co-ordinate and support Volunteer Counsellor's**

Personal Qualities

The successful applicant will be motivated and dynamic and have a commitment to self-development. They will have a strong personal commitment to the aims and objectives of Women's Work. You will be self-motivated and able to demonstrate a high level of initiative and autonomy in your work

Essential Knowledge, Skills And Experience

- Has a minimum of a Diploma in counselling and has achieved BACP accreditation/UKCP registration
- Has significant counselling experience
- Can demonstrate an understanding of a range of counselling theories and methodologies
- Has ability to understand and accept accountability for clinical casework.
- Can demonstrate the ability to work one to one, setting and holding professional boundaries.
- Commitment to working within and promoting Women's Work's Equality & Diversity policy.
- Can demonstrate the ability to work both on own initiative and as part of a team and to form effective working relationships at all levels of the organisation.
- Experience counselling complex cases and substance misusers
- Ability to build rapport with other team members, staff and clients
- Effective communicator in written, verbal and interpersonal skills
- Good IT Skills
- Ability to manage own caseload and work unsupervised
- Understanding and knowledge of substance misuse and treatment

Desirable

- Degree/ MA in counselling/ psychotherapy
- Supervisory experience
- Previous Experience as a Project Coordinator
- Experience of developing and delivering therapeutic group work
- Understanding of the voluntary sector and funding requirements

Communications and Working Relationships

External

- Healthcare providers
- Substance misuse service providers
- Service Users and relatives
- Foston Prison healthcare dept
- Other stakeholders
- National offender management service

Internal

- Service Users
- Team members
- Committee
- CEO
- Volunteers

PERSON SPECIFICATION

Job Title: Project Counselling Co-ordinator

Base: 30 Charnwood St

Hours: 8 Hours Per Week

1. Attainments/Qualification	
<p>Essential Diploma in counselling BACP Accreditation/ UKCP Registration Significant clinical experience</p>	<p>Desirable Degree or MA in Counselling/ Psychotherapy</p>
2. Skills	
<p>Essential Good people skills Excellent written and very strong communication skills Excellent organisational skills with keen attention to detail Strong analytical and problem solving skills Evaluation and sound judgment skills Good time management Ability to maintain confidentiality and exercise extreme discretion Good IT skills</p>	<p>Desirable Experience of delivering therapeutic group work Experience of supervising counsellors Experience of delivering training</p>
3. Knowledge/Experience	
<p>Essential Experience in a similar role Working with complex cases Working with substance misuse Working with abuse and complex trauma</p>	<p>Desirable Corston Report Outcomes for resettlement of offenders</p>
4. Disposition	
<p>Essential Ability to fit in to the culture of a small organisation Self-motivated & Confident Team player Tolerant Open and friendly Ability to work on own initiative</p>	<p>Desirable</p>
5. Circumstances/special Demands of Post	
<p>Essential Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their age, religious belief, disability and sexual orientation. The ability to work with little supervision Commitment to and inspired by the aims of the organisation.</p>	<p>Desirable</p>