

Sangam Association of Asian Women

Registered Charity Number 262976

JOB DESCRIPTION

Title: Counsellor (Part-Time)

Responsible to: The Counselling Service Manager

Hours: 14 hours a week (*must be available on Mondays and Tuesdays*)

Salary: £22,500- £23,500 pro-rata

Location: Burnt Oak Broadway

Sangam is a well-established, non-profit making charity organisation based in Barnet and provides a wide range of services to all communities in London.

Sangam Domestic Violence and General Counselling Service is seeking to recruit a part-time Counsellor. The candidate must have at least 5 years post-qualifying experience of providing individual counselling and group work and qualified at postgraduate/diploma level in counselling or psychotherapy and must be accredited or eligible for accreditation with BACP or UKCP.

PURPOSE OF POST:

Delivery of high-quality services for victims of domestic violence and/or mental health issues, ensuring that appropriate steps are taken to provide a safe and supportive environment for clients accessing domestic violence counselling service at Sangam. In addition, this post requires that you will work from a multi-agency perspective and actively promote the principles and practice of equal opportunities in all aspects of work.

MAIN DUTIES & RESPONSIBILITIES

- Provide a high-quality individual counselling for domestic violence victims and for clients who have mental health needs
- Ensure that opportunities exist for clients to access individual and couples counselling
- Respond to Safeguarding concerns (Children and Adults at Risk) as per Sangam's policies and procedures and local safeguarding Protocols
- To uphold and integrate into your practice Sangam's commitment to equality, inclusivity and anti-discriminatory practice. In particular, engage clients from black, minority ethnic, refugee and other marginalised communities in therapeutic processes with cultural sensitivity.
- Undertake effective liaison and joint working with key agencies, professionals and community and statutory organisations so that appropriate referral pathways are developed to support clients
- Maintain safe working practices and spaces through working within Sangam's Health and Safety Policy and at no time acting in a way which might jeopardise the health or safety of any client, employee or visitor to our premises
- Respond to referrals from both voluntary and statutory sectors, and the police
- Conduct full assessments of clients referred to Sangam
- To work both as part of a team and on your own initiative.
- Undertake all aspects of work involved in managing high-risk cases.
- Ensure that accurate up-to-date records are maintained in the case files in accordance with Sangam's policies and procedure on record keeping

- Attend monthly clinical supervision and any relevant training courses.
- Attend monthly Line Management sessions.
- Maintain confidentiality in all matters relating to the work
- Develop and facilitate a therapeutic group
- Ensure that opportunities exist for clients to access individual counselling and group work programmes internally and at partner agencies
- Promote and advertise service in the Boroughs of Barnet, Brent and Harrow
- To be responsible for the administration connected with the post, including report writing, collecting statistics and keeping records
- Maintain systems for evaluation and monitoring and compliance with funding body's reporting requirements
- Provide training to agencies on domestic abuse and domestic violence if and when necessary
- To support clients to safely access other services by signposting them effectively
- To complete and process initial assessments of clients
- Develop any new areas of work as appropriate that ensures quality of service
- Ensure good relations with the Local Authority and the wide range of voluntary and statutory agencies in Barnet, Brent and Harrow
- Attend appropriate training and keep up-to-date with changing policy and legislation in relation to violence against women's issues
- Maintain confidentiality in all matters relating to clients accessing the service
- Carry out any other duties required in line with the policies and procedures of Sangam, in keeping with the level of responsibility of the post

PERSON SPECIFICATION

This person specification states the essential experience, knowledge, skills and attitudes, which the selection panel will use to draw up a shortlist of interviewees. When filling out your application form, please think carefully about how you can demonstrate that you meet each point in the person specification and give examples wherever you can. It is insufficient simply to repeat what it says in the person specification. We are aware that we are asking for a wide range of skills and experience and will consider applications from people who would be prepared to engage in training to make up gaps in their experience/ skills/knowledge.

Experience & Qualifications		
1	Have at least five years of post-qualifying clinical experience	E
2	Accredited, or eligible for accreditation with BACP or UKCP	E
3	Experience of working with clients affected by domestic violence and domestic abuse	E
4	Experience of working with clients with mental health needs	
5	Experience of providing a client-focused approach to counselling	E
	Experience of actively promoting diversity and integrating anti-discriminatory practice into services used by clients from black, minority ethnic and other marginalised communities	E
6	Experience of facilitating and co-facilitating group sessions	E
7	Experience of liaising with GPs, Social Workers and other professionals from a range of statutory and voluntary services	E
8	Experience of providing telephone or Skype counselling	D

Skills, Knowledge & Abilities		
9	Ability to identify clients at risk and offer appropriate strategies of intervention	E
10	Knowledge of the issues and barriers faced by clients from BAMER communities and the ability to engage BAMER clients in therapeutic processes, and deliver counselling with cultural sensitivity	E
11	Knowledge and understanding of impact of trauma and gender-based violence	E
12	An understanding of the risk factors with perpetrators of Domestic Abuse and Violence	E
13	Ability to respond to the unique needs of individual clients from a diverse community	E
14	Extensive experience of assessing clients referred for counselling	E
15	Ability to liaise and promote the service to potential users, referrers and local communities	E
16	Able to process client referrals effectively	E
17	Excellent assessment skills	E
18	Ability to use monitoring systems and write reports	E
19	Ability to work effectively with colleagues and in partnership with other professional and across agencies	E
20	Ability and willingness to make use of clinical supervision and Line Management	E
21	Ability to communicate effectively, both verbally and in writing	E
22	Ability to work autonomously and also as part of a team	
23	Excellent skills in using IT software (Microsoft Office, Excel & Outlook)	E
24	Skilled at managing your own workload and administration	E

Other Requirements		
25	Commitment to work within Sangam's policies and procedures	E
26	Evidence of upholding clients confidentially	E
27	Demonstrate a flexible approach to working as part of a team	E
28	Carry out any other duties as required	E