

Sangam Association of Asian Women

Registered Charity Number 262976

JOB DESCRIPTION

Title: Bereavement Support Group Facilitator

Responsible to: The Counselling Service Manager

Hours: 3 hours a week (*must be available on Mondays*)

Salary: £ 20 per hour

Sangam is a well-established, non-profit making charity based at Burnt Oak in Barnet that provides a range of services to all communities in London. The counselling service is available to residents in Barnet, Brent and Harrow. Sangam Domestic Violence and General Counselling Service are seeking to recruit an Asian group facilitator who has experience of working with bereaved people. The facilitator will need to be fluent in Gujarati and/or Hindi. The candidate must also have at least 3 years post-qualifying experience of providing individual counselling and a minimum of two years experience of facilitating therapeutic groups. Experience in setting up and evaluating groups is essential. The candidate must be qualified at diploma level in counselling or psychotherapy and must be accredited or eligible for accreditation with BACP or UKCP or equivalent. We will consider applicants who registered with the BACP. Applications are also welcome from qualified Social Workers and Mental Health Social Workers.

PURPOSE OF POST:

It is an essential requirement that applicants speak Gujarati and/or Hindi.

To set up, deliver and provide outcome monitoring for a weekly Bereavement Support Group

To co-facilitate the group with the volunteer counsellor

To mentor a volunteer counsellor who wishes to develop group work skills

MAIN DUTIES & RESPONSIBILITIES

- To set up and facilitate a weekly Bereavement Support Group
- To enable clients to be active participants in their grieving process
- To mentor a trainee group facilitator
- Participate in weekly group debriefing sessions with the Counselling Service Manager
- To keep accurate records and notes about the Bereavement Support Group
- Attend monthly clinical supervision sessions provided by Sangam
- Respond effectively to any safeguarding concerns as per Sangam's safeguarding policy
- To effectively engage Asian clients who are bereaved in therapeutic group work
- Maintain safe working practices by adhering to Sangam's Health and Safety Policy
- To work both as part of a team and on your own initiative.
- Maintain confidentiality in all matters in keeping with the BACP's Ethical Framework
- Ensure that opportunities exist for clients to access individual counselling at Sangam
- To support clients to safely access other services by signposting them effectively
- To be responsible for the administration connected with the post, including report writing, collecting statistics and keeping notes on the group sessions.
- Maintain systems for evaluation and monitoring and compliance with our funder's reporting requirements
- Attend appropriate CPD training
- 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 a minimum of three years of post-qualifying clinical experience in counselling, or Social Work or Mental Health	E
2	Accredited, or eligible for accreditation with BACP or UKCP or equivalent. Applicants registered with the BACP can apply.	E
3	Experience of working with clients affected by bereavement	E
4	Experience of setting up, facilitating and co-facilitating bereavement support groups	E
5	Experience of mentoring a trainee group facilitator	E
6	Evidence of completing group work training	E
7	Fluent in Gujarati and/or Hindi	E
8	Experience of working with clients with mental health needs	E
9	Experience of providing a client-focused approach to counselling	E
10	Ability to identify clients at risk and make appropriate safeguarding interventions	E
11	The ability to engage Asian clients in therapeutic processes, and deliver culturally sensitive groups	E

Skills, Knowledge & Abilities		
12	Knowledge of the issues and barriers faced by clients from the Asian community	E
13	Knowledge and understanding of bereavement	E
14	Ability to respond to the unique needs of individual clients from a diverse community	E
15	Ability to use monitoring systems and write reports	E
16	Ability to work effectively with colleagues and in partnership with other professional and across agencies	E
17	Ability and willingness to make use of monthly clinical supervision and weekly group debriefing sessions	E
18	Ability to communicate effectively, both verbally and in writing	E
19	Ability to work autonomously and also as part of a team	E
20	Excellent skills in using IT software (Microsoft Office, Excel & Outlook)	E
21	Skilled at managing your own workload and administration	E

Other Requirements		
22	Evidence of upholding clients confidentially in keeping with the BACP's Ethical Framework	E
23	Evidence of flexibility	E
24	Carry out any other duties as required	E