

## Relate Birmingham

### Job Description – Relationship Counsellor

**Place of Work:** Relate Premises or Other Authorised Premises

**Reports to:** Operational accountability is to the Service Manager, practice accountability is to the Clinical Practice Manager

**Purpose:**

To work with the team to deliver counselling and therapeutic support to adult individuals and couples aged 18 and over who are experiencing a range of relationship based difficulties. Common presenting factors include current relationship difficulties, past relationships, transitions, parenting, impact of life events, struggling to make new relationships, separation, divorce, endings and the impact of abuse.

To work in the Relate centre or other authorised premises including community settings.

To remain an effective counsellor, the individual will engage in training and development and ongoing supervision.

**Key Responsibilities:**

- To provide confidential one-to-one counselling to couples and individuals at times and venues agreed with the Service Manager. (Delivery can be face to face or by telephone or webcam as appropriate).
- To assess and judge suitability for counselling and/or referral and formulate a focus for the counselling work underpinned by theory.
- To ensure notes and records are kept in a proper manner and up dated as necessary and service monitoring and evaluation requirements are met.
- To attend and participate in clinical supervision or consultation as directed by codes of practice and Relate policy and line management as set by the line manager.
- To ensure that work in accordance with the BACP and Relate's Code of Ethics & Practice.
- To attend meetings and training as required.
- To liaise with appropriate Relate staff, partner organisations, referrers and external agencies necessary in the delivery of the counselling services.
- Keep up to date about safeguarding policies and procedures. To ensure that all risk or safeguarding concerns are reported in accordance with procedures.
- Be committed to the principles of Equal Opportunities and anti-discriminatory practices.
- To ensure that the policies and procedures of Relate Birmingham are adhered to.
- To undertake other duties required to meet the objectives of the post.

## Person Specification – Relationship Counsellor

### Essential:-

- Relate Qualification in relationship counselling or equivalent Qualification or training which meets the requirements of Relate's APEL requirements.

Or

- A Level 5 Diploma in Counselling  
Plus relevant relationship/relational training (more than one person in the room) – this could include modules/training/CPD on systemic or psychodynamic or transactional analysis practice, attachment focussed work, couple/relationship/parenting work  
Plus minimum 120 hours of supervised couple work
- Relevant professional experience of working with individuals and couples in a therapeutic setting.
- Meet the requirements of the Relate Register of Practitioners within 12 months of appointment.
- BACP accredited or committed working towards accreditation.
- Willing to undertake additional training as required.
- Good IT skills.
- Ability to work flexibly including evening and weekends.
- Ability to work effectively within an organisational setting.
- Ability to communicate effectively with referrers and other professionals.
- Ability to work effectively in a team and work independently using initiative and common sense.
- Commitment to work within Relate's equal opportunities and anti-discriminatory policies.

If your job involves working in a number of locations it will involve some travelling for the proper performance of your duties.

All posts are offered subject to our receipt of a suitable certificate of disclosure at enhanced level from the Disclosure and Barring Service and satisfactory references.

June 2019