

## Relate Birmingham

### Job Description – Young Person’s 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 young people aged 7-18 who are experiencing the effects of family change, conflict, bereavement or bullying.

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

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

**Key Responsibilities:**

- To provide confidential counselling to children and/or young people at dates, times and venues agreed with the Service Manager. (Client group dependent on qualifications and training).
- To assess and judge suitability for counselling and/or referral and formulate a focus for the counselling work underpinned by theory.
- To attend clinical supervision or consultation as directed by codes of practice and Relate policy and line management as set by the line manager.
- To attend meetings and training as required.
- To ensure client files and records are kept in a proper manner and up dated when necessary and that relevant information is available to monitor the use of the service and feedback from clients.
- To monitor and report on all work and ensure that targets are met and reviewed in line with funding requirements as necessary.
- To liaise with appropriate Relate staff, schools and external agencies necessary in the delivery of the counselling services.
- Keep up to date about child protection and safeguarding policies and procedures. To ensure that all Safeguarding and Child Protection concerns are reported in accordance with procedures.
- To ensure that the policies and procedures of Relate Birmingham are adhered to.
- To ensure that work in accordance with the BACP Code of Ethics & Practice for Counsellors and also the relevant Local Safeguarding Children’s Board.
- To adhere to Relate’s Equal Opportunity and Diversity Policy and promote anti discriminatory practice.
- To undertake such other duties as required by your line manager,, commensurate with the post.
- If your job involves working in a number of locations it will involve some travelling for the proper performance of your duties.

## **Person Specification - Young Person' s Counsellor**

### **Essential:-**

- Recognised counselling qualification to minimum of Level 5 Diploma or above.
- Relevant professional experience of working with children and/or young people, preferably in a therapeutic or support setting.
- Minimum of 120 of supervised counselling practice, BACP accredited or committed working towards accreditation.
- Willing to undertake additional training to work with young people 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 children, young people, parents and carers 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.

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.

February 2019