**JOB TITLE:** Domestic AbuseCounsellor

**RESPONSIBLE TO:** Counselling Co-ordinator

**RESPONSIBLE FOR:** N/A

**CONDITIONS OF SERVICE:**

* Fixed term contract until 30 April 2022, offered on a self-employed basis
* Part-time position for 12 hours per week, over 2 days Monday - Thursday (9.00am –4.00pm) during term-time only, the working days are negotiable
* This role is subject to receiving Enhanced Criminal Records Bureau checks and to a six month probationary period
* To receive payment of £45 per month towards clinical supervision, upon production of receipts
* Responsible for submitting a fees invoice to the Co-ordinator, no later than 14th of the month
* Responsible for complying with statutory and legal sole trader requirements.   
  Including payment of taxation and National Insurance Contributions.

**SALARY:** £28,489.50 FTE (£14.61 per hour)

**LOCATION:** Initially a Working from Home role, eventually being basedin Kingstanding, Birmingham

|  |
| --- |
| **Role purpose: Counsellor** |
| * To provide a safe, professional and accessible domestic abuse counselling provision * To support with triage calls and the assessment of clients accessing the service, remotely and face to face * To support the Co-ordinator in the monitoring and evaluation of the service |

**Duties and responsibilities:**

1. **Service delivery**
   1. To deliver a counselling service for male and female victims and survivors of domestic abuse, over 16 years old in the North Birmingham and Sutton Coldfield areas, initially remotely from home (via telephone/ zoom) then later face-to-face sessions
   2. To contribute to the running of a safe and ethical service
   3. To hold clinical responsibility for the counselling service whilst working remotely, managing the delivery and quality of the service
   4. Promoting a positive working relationship and strengthening referral pathways with agencies
   5. To provide information, advice and signposting to partner agencies as required
   6. To support the service to meet funder requirement, targets and outcomes

1. **Clinical**
   1. To support the triaging of client need upon referral into the service, including risks to which they are subject, and action accordingly
   2. To support staff with comprehensive assessments and discuss within allocation meetings
   3. To assist with the co-ordination of the waiting list and allocation of clients
   4. Provide counselling support to clients who have experienced domestic abuse, sexual violence or historic abuse (e.g. childhood abuse)
   5. To hold a caseload of a maximum of 8 clients
   6. To ensure own practice adheres to New Heights policies/practices and to BACP professional guidelines
   7. To maintain appropriate record keeping
   8. To ensure records and client data are submitted on time

**3.0 Line Management and Professional Development**

3.1. You are expected to attend regular line management meetings, and weekly team meetings

3.2. To maintain up to date knowledge of relevant legislation and clinical practice guidelines

3.3. To receive and evidence external clinical supervision at a minimum of 1.5 hours per month

3.4. To have and retain membership of BACP or UKCP, and registration on the National Register of Counsellors & Psychotherapists

3.5. New Heights will provide organisational professional indemnity insurance

**4. Other Duties**

4.1. The post holder is also expected to work flexibly as agreed to meet the demands of the service, this may involve some occasional evening and weekend work

4.2. To undertake any other duties that are considered commensurate with the post