**ROLE: Volunteer Counsellor**

**RESPONSIBLE TO: NEST Service Manager**

**VOLUNTARY PLACEMENT:**

* This is a Voluntary Role, as a Counsellor within The Nest Project.
* There is a minimum commitment of one academic year with the possibility of extension. There may be the opportunity of continuing into another academic year, where agreed by both the agency and volunteer counsellor.
* To be available one day per week, preferably Monday, (9.00am – 4.00pm, with half an hour for lunch), during term-time only (39 weeks).
* This role is subject to: receiving two satisfactory references, evidence of qualifications and professional membership, Enhanced DBS (Disclosure & Barring Service) checks and up to a three-month probationary period. Counsellors should be in therapy and have a clinical supervisor in place – evidence of this will need to be provided.

**LOCATION:**

 Based in: Kingstanding, B44 and Sutton Coldfield B72

**Role purpose:**

1. To provide a safe, confidential counselling space for survivors and victims of abuse counselling service.

2. To assist with monitoring and evaluation of the service, through accurate record keeping and timely submission.

**Duties and responsibilities:**

1. **Service development**
	1. To help develop and maintain a high quality counselling and support service for any victims and survivors of domestic abuse, over 16 years old who reside in North Birmingham and Sutton Coldfield.
	2. To contribute to the running of a safe and ethical service.
2. **Clinical**
	1. To manage a caseload of a maximum of 4 clients, per week.
	2. Provide counselling support to clients who have experienced all aspects of domestic abuse.
	3. To continually assess the needs of clients, as counselling progresses including risks to which they are subject, and discuss changes/ developments with your manager.
	4. Ensure own practice adheres to New Heights policies/ practices, to BACP professional guidelines, and other legislative guidance (e.g. GDPR)

**Administrative & Monitoring**

* 1. To maintain appropriate record keeping.
	2. To ensure records are submitted on time, which assists the managers with data collection and statistical analysis of client data.
	3. To comply with agency policy, procedures including GDPR compliance.
	4. To submit invoices for clinical supervision on time.
1. **Line Management and Professional Development**
	1. To attend formal line management meetings every 4-6 weeks, and peer group sessions with the team which are offered termly.
	2. To maintain up to date knowledge of relevant legislation and clinical practice guidelines.
	3. To receive and evidence external clinical supervision at a minimum of 1.5 hours per month.
	4. To have and retain membership of BACP or UKCP, and if qualified registration on the National Register of Counsellors & Psychotherapists.
	5. New Heights will provide organisational professional indemnity insurance.
	6. New Heights will pay a contribution towards Clinical Supervision of £30 per month, for 11 months (receipts required).