

Coventry Rape and Sexual Abuse Centre

Job Description & Person Specification – Assessment Counsellor / Therapist

Job Title:	Assessment Counsellor / Therapist
Responsible to:	Counselling Manager
Salary:	£25,801 - £30,785 FTE per annum, dependent on experience
Hours:	Full-time / 37 hours per week. Hours to be worked between Monday and Friday, 8.30 a.m. to 8 p.m. with some flexibility required. This post will require one evening shift to be delivered (until 8 p.m.).

Job Description

Job Purpose

To provide Counselling assessments to service users of the Coventry Rape and Sexual Abuse Centre.

To carry a small clinical caseload as required.

Duties and Responsibilities

1. To provide face to face counselling assessments and support to CRASAC clients aged 11 years and over (male and female) who have experienced, or been effected by, sexual abuse and/or rape. To be provided during the hours specified, but hours may change due to organisational requirements.
2. To provide face to face counselling assessments and support for parent/carers or supporters of CRASAC counselling clients who have experienced sexual abuse and/or rape.
3. To provide assessments for the counselling service including risk assessments and safety planning.
4. To provide information, signposting and referrals to and on behalf of clients to other appropriate statutory and voluntary support services.
5. To ensure that where clients are experiencing mental health problems, appropriate liaison and referral takes place.
6. To liaise with other professionals and agencies as and when required to the benefit of the client.
7. To work within the policies and procedures of CRASAC especially with reference to Safeguarding, Child Protection and Confidentiality and abide by Coventry's Information Sharing Protocol.

8. To ensure that personal records of service users are maintained and appropriate information is provided to contribute to service monitoring, including inputting data onto CRASAC's database.
9. To observe strict confidentiality at all times in any business associated with CRASAC.
10. To actively promote the principles of equal opportunities, anti-oppressive practice and the health and safety of workers, volunteers and service users.
11. To take part in any meetings or development opportunities required of you in your role as counsellor at CRASAC such as Team Meetings, Development Afternoons, Strategic Away Days.
12. To fully participate in ongoing line management with the Counselling Manager and undertake any training deemed appropriate.
13. To participate in regular clinical supervision to be arranged in negotiation with your line manager.
14. To undertake other tasks within the spirit of the job as deemed appropriate by the Counselling Manager, Strategic Lead for Therapeutic services and/or the Management Team or Committee.

Person Specification

All the qualities we are looking for may be demonstrated through skills and experiences in paid or unpaid work. Applicants need to demonstrate in their application and at interview that they possess all the essential requirements.

Essential Criteria

- Diploma/Post graduate Diploma in Counselling/ Psychotherapy
- Three years post qualifying face to face experience
- Member of BACP or UKCP
- BACP/UKCP accredited (or working towards)
- Skills in a wide range of therapeutic techniques for assessment, intervention and management of clients
- Well-developed knowledge of counselling theory and practice, including specialist skills to meet clients' diverse therapeutic needs (i.e. working with sexual abuse, trauma and anger)
- Ability to organise workload and keep up to date paper, and computerised, records on clients.
- Be able to manage a varied and challenging workload
- Experience of counselling adults and children/young people who have experienced or been affected by rape/and or sexual abuse, and an understanding of the impact of sexual violence
- Able to form and maintain good working relationships with colleagues
- Excellent verbal and non-verbal communication skills
- Ability to work with complex systems including self-administration and data bases
- Willing to undertake an Enhanced DBS (Disclosure and Barring Service) clearance

Desirable Criteria

- Knowledge of child protection and Safeguarding legislation.
- Qualification in EMDR
- Experience of working in the voluntary sector
- Experience of developing and maintaining working relationships with a broad range of people
- Experience of working with a range of agencies.
- Have experience of working within a team and taking a flexible approach when responding to needs of the whole organisation
- Interest in user involvement and able to acknowledge and meet diversity.
- Excellent telephone manner
- Car user

CRASAC is an equal opportunities employer; however please note that this post is targeted at **female applicants only** - the Equality Act 2010 pursuant to Schedule 9, Part 1 applies.

Any offers of employment for this post will be subject to the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

This post is to be offered on a fixed term contract for **6 months**. (If additional funding is secured the post may be extended.)