**Counsellor - Job Description**

**Reports to:** Clinical Manager

**Pay:** £22.50 per hour

**Client commitment:** 8 clients over 2 days.

**Location** Home based / Agency based

Kinergy, Mary Carpenter House, Kingswood Foundation Estate, Britannia Road, Bristol, BS15 8DB

**Omni channels** Online / Phone / in person

**Probationary Period:** 6 months

**Contract type:** 1 year (Self-employed Counsellor)

**Details of Role:**

Kinergy is a specialist counselling agency offering support for survivors of sexual abuse and sexual violence. We provide trauma informed counselling, group therapy and support groups for survivors and their family/friends /partners.

Kinergy is seeking experienced counsellors to support Kinergy in providing high quality, professional support for survivors of sexual abuse. This is a part-time post for a fixed term of one year but may be extended dependent upon outcomes and funding.

**Main tasks:**

* To provide one-to-one counselling for survivors of sexual abuse and sexual violence.
* To help develop the overall service capability of our therapeutic based work.
* To carry out basic administration tasks, including client input of data and maintenance of client records.
* To maintain statistical information as required by the charity.
* To assist in promoting the charity by attending meetings directly connected with your work.
* To work within the framework, spirit and ethos of Kinergys Equal Opportunities Policy, and actively engage in promoting the policy within the charity and in all dealings with clients and other agencies.
* To attend monthly one-to-one clinical supervision with a supervisor approved by the Kinergy. (Supervision is a requirement of this charity as members of the British Association of Counselling and Psychotherapy).
* To attend one-to-one line management meetings with Kinergys counselling coordinator or Chief Executive Officer.
* All counsellors are required to undergo the enhanced level of Disclosure and Barring Service check.
* To undertake any other duties in line with your role which is appropriate to the needs of the charity.
* To attend continued professional development training

***Responsibilities may vary from time to time in line with any service delivery changes.*Counsellor – Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| Experience* To have a Diploma in Counselling or higher (BACP Accredited course or equivalent)
* Working therapeutically with adults (all genders) within the voluntary statutory or private sector
* To work to British Association of Counselling and Psychotherapy ethical guidelines
* Be a registered professional member with an appropriate professional registering body
* Knowledge of and a commitment to health and safety, equal opportunities and confidentiality policies and procedures
* Experience of working online / phone providing counselling.

Skills and Knowledge* Safeguarding
* Keep accurate and confidential records
* A knowledge of issues connected with sexual violence and trauma
* Computer literacy
* Good communication
* To have the capacity to work flexibly within a small professional team
* Ability to work independently and use own initiative
* Knowledge of and a commitment to health and safety, equal opportunities and confidentiality policies and procedures
 | * To have or be working towards Accreditation
* Understanding of needs led assessments and referral processes
* Experience of working in a community based voluntary organisation
* Experiences of working with service users from a diverse range of backgrounds
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