

## **JOB DESCRIPTION**

<b>Job Title:</b>	Trauma-Informed Counsellor - Adults or Children/Young People
<b>Location:</b>	Portsmouth, Hampshire
<b>Hours:</b>	Sessional Hours (As and When)
<b>Salary:</b>	£20-£35 per session (Admin/Counselling)
<b>Service:</b>	PARCS; Portsmouth Abuse and Rape Counselling Service
<b>Reports to:</b>	Team Manager-Clinical Lead/Service Manager

### **Summary of Job:**

PARCS recently merged with Family Action and we are looking to build a team motivated by providing progressive and inclusive support, focused on quality, care and resilience; developing our excellent longstanding reputation in Portsmouth and extending our reach within the local area and beyond. We work with young people and adults, as individuals and groups within the community.

Our Portsmouth Rape and Abuse Counselling Service provides individual and group time limited and outcome focused counselling to children, young people and adults who have experienced sexual violence, rape and domestic abuse. It currently provides a range of specialist, trauma-informed support services to young people and adults of all genders who have been subjected to sexual and domestic abuse including a telephone helpline, advocacy, outreach and co-production projects.

### **Key Tasks and Responsibilities:**

1. To provide counselling for adult or child survivors of sexual violence and/or sexual abuse in line with the commissioned timeframes and objectives.
2. To have an active interest in working with those affected by sexual violence and abuse, and recognise the impact that trauma has in relation to this.
3. To maintain confidential, up to date and accurate records of all sessions and plans, carefully considering the sensitive nature of the work, regarding statutory investigations and court proceedings.
4. To use outcome tools to measure and monitor client well-being, to assess on-going risk, promote safety, collate data and to welcome service feedback.
5. To ensure you have an understanding of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
6. To liaise with referrers and other professionals and agencies as appropriate and where required, including signposting.
7. To carry out or participate in all such other tasks and activities that will help develop and promote the service.

8. To participate fully in regular management supervision, team meetings, appraisals and clinical supervision sessions.
9. To participate in both the evaluation and monitoring of the service and contribute to reporting to commissioners and fundraisers.
10. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
11. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
12. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

**Person Specification E = Essential D= Desirable**

<b>Education, Qualifications and Background</b>	
1.	E - A professional qualification in Counselling and/or Psychotherapy
2.	E - Registration with a relevant professional body i.e. BACP, UKCP etc
<b>Experience</b>	
4.	E - Experience of counselling/professional work with survivors/victims of sexual abuse
5.	E - Be able and have experience of delivering services remotely by Teams/Zoom or telephone.
6.	E - Experience of working sensitively with confidential material.
7.	E – Experience of managing clinical risk and ongoing assessment of that risk
8.	D – Experience of completing counselling assessments.
9.	E - Experience of using case recording systems to keep accurate and timely client records in accordance with practice standards.
10.	D - Experience of working with a diverse range of communities and young adults including LGBTQ+, BME, young adults with disabilities and/or on low income.
11.	E –Experienced in trauma-informed practice and counselling
12.	D – Experience of working in with an outreach role, in the community and school settings
<b>Knowledge &amp; Skills</b>	
13.	E- Evidence of interest and understanding of how sexual abuse can impact survivors, whether it was historic child sexual abuse or a recent incident, including the impact on Mental Health.

14.	D - Sound knowledge of the Criminal Justice System and associated issues facing this client group, including relevant legal frameworks in relation to mental health and child protection
15.	E - Ability to respond sensitively and empathically to highly distressed clients.
16.	E - Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent Family Action by telephone and in person
17.	E - A proven ability to work creatively and flexibly, using evidence-based approaches to achieve positive change.
18.	E - Confident working well independently as well as in a team setting.
19.	E - Good organisational, time management skills and prioritisation skills to manage a busy workload.
20.	E - Excellent verbal and written communication skills
21.	E - Computer literacy including Microsoft Office suite (incl. Outlook and Word), with ability to accurately input sensitive data electronically
22.	D - A particular interest and understanding of the Violence Against Women and Girls sector and/or Intersectional and Relational Feminism.
<b>Values</b>	
23.	E - To be able to always evidence Family Action's values, which underpin Family Action's mission of 'building stronger families' by: <ul style="list-style-type: none"> <li>a) Being people focused</li> <li>b) Reflecting a 'can do' approach</li> <li>c) Striving for excellence in everything we do</li> <li>d) Having mutual respect for everyone we work with, work for and support through our services</li> </ul>
24.	E - Be committed to equal opportunities and Equality, Diversity and Inclusion in all that you do. Have experience of and active interest in working with people from a wide range of backgrounds
25.	E - Be committed to and comply with Family Action's Equality, Diversity and Inclusion and Safeguarding policies, including Child Protection
<b>Additional</b>	
26.	E - Willing to work flexibly and outside working hours, including evenings.