



## **JOB DESCRIPTION**

<b>Job title:</b>	Domestic Abuse Counsellor
<b>Service:</b>	Portsmouth Abuse and Rape Counselling Service (PARCS)
<b>Salary:</b>	Grade 3 (lower) point 20-23
<b>Hours:</b>	Hours per week (part-time), negotiable upon appointment this will include 1 evening per week until 8pm.
<b>Location:</b>	Based in Portsmouth (flexible working / hybrid working, to be discussed on an individual basis)
<b>Responsible to:</b>	Team Manager-Clinical Lead and Service Manager

### **Summary of job:**

PARCS merged with Family Action in 2021, and we are continuing to build a team motivated to provide 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 children, young people and adults, as individuals and groups within the community.

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

We are looking to recruit experienced counsellors to work with adult survivors of domestic abuse, using trauma-informed approaches working within a time-limited model.

### **Key tasks and responsibilities:**

1. To provide inclusive counselling for a diverse range of adult survivors of domestic abuse, sexual violence and/or sexual abuse in line with the commissioned timeframes and objectives.
2. To undertake initial assessments with new clients and be able to assess need, risk and to record the assessment as part of the allocation process.
3. 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.
4. To ensure you understand and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.



5. 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.
6. 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.
7. To liaise with referrers and other professionals and agencies as appropriate and where required, including signposting.
8. To carry out or participate in all such other tasks and activities that will help develop and promote the service, including a commitment to learning and providing feedback for reporting to commissioners.
9. To participate fully in regular management supervision, appraisals, team meetings and clinical supervision sessions.
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 including some evening work and occasional weekends and carry out any other reasonable duties as required. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services
13. Implement 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.
14. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
15. 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

### Education, Qualifications and Background

1. E – A professional qualification minimum level 5 in Counselling and/or Psychotherapy
2. E – Registration with a relevant professional body i.e., BACP, UKCP etc
3. E – Accredited with a relevant professional body or working towards accreditation

### Experience

4. E – Experience of counselling/professional work with survivors/victims of sexual abuse
5. E – Experience of working sensitively with confidential material.
6. E – Experience of managing clinical risk and ongoing assessment of that risk
7. E – Experience of completing counselling assessments.
8. E – Experience of using case recording systems to keep accurate and timely client records in accordance with practice standards.
9. E – Experience of working with a diverse range of communities including LGBTQ+, BME, those with disabilities and/or on low income.
10. E – Experienced in trauma-informed practice and counselling
11. D – To have experience working in the voluntary sector.

### Knowledge & Skills

12. E – Evidence of interest and understanding of how domestic/sexual abuse can impact survivors, whether it was historic child sexual abuse or a recent incident, including the impact on Mental Health.
13. E – Ability to respond sensitively and empathically to highly distressed clients.
14. E – A proven ability to work creatively and flexibly, using evidence-based approaches to achieve positive change.
15. E – Confident working well independently as well as in a team setting.
16. E – Computer literacy including Microsoft Office suite (incl. Outlook and Word), with ability to accurately input sensitive data electronically
17. D – A particular interest in the violence against women and girls agenda and intersectional working.

### Values

18. E – To be able to always evidence Family Action's values, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being **people** focused
  - b) Reflecting a '**can do**' approach
  - c) Striving for **excellence** in everything we do
  - d) Having **mutual respect** for everyone we work with, work for and support through our services
19. E - Be committed to equal opportunities and Equality, Diversity and Inclusion in all that you do.
20. Have experience of and active interest in working with people from a wide range of backgrounds.
21. E - Be committed to and comply with Family Action's Equality, Diversity and Inclusion and Safeguarding policies, including Child Protection

### Additional

22. E - Willing to work flexibly and outside working hours, including evenings and occasional weekends.