

## JOB DESCRIPTION

<b>Job title:</b>	Domestic Abuse Counsellor
<b>Service:</b>	Family Action Domestic Abuse Healing and Empowerment Service Gloucestershire (For Survivors in Safe Accommodation)
<b>Salary:</b>	Grade 3 Point 20
<b>Hours:</b>	20 hours per week (part-time)
<b>Location:</b>	Gloucestershire, office based - flexible working to be discussed on an individual basis
<b>Responsible to:</b>	Team Manager-Clinical Lead and Service Manager

### Summary of job:

Family Action is seeking two counsellors to work with domestic violence survivors in Gloucestershire, using trauma-informed approaches working within a time-limited model to people affected by domestic violence.

Qualified candidates must have a minimum of a Level 5 counselling diploma. They will be a member of BACP, UKCP or other professional body and recognised professional accreditation or be working towards accreditation. Experience in domestic abuse, trauma-informed practice, and working with diverse communities is essential.

We provide holistic humanistic support through individual counselling, face-to-face, online support and a specialist helpline. Therapeutic interventions may include counselling, and wrap-around therapeutic support and interventions will include, pre and post-group support with a group facilitator. This may include self-care strategies such as meditation, yoga, and mindfulness.

Candidates should have a particular interest in the violence against girls and women agenda and intersectional work. Our counsellors will demonstrate strong skills in managing clinical risk, completing assessments, and handling sensitive information.

### Key tasks and responsibilities:

1. To provide inclusive counselling for a diverse range of adult survivors of domestic abuse in safe accommodation 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 domestic 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.
12. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
13. 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
14. 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.
15. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
16. Work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

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## Person Specification

**E = Essential D= Desirable**

### Education, Qualifications and Background

1. E – A professional qualification in Counselling and/or Psychotherapy, with a minimum Level 5 counselling diploma.
2. D – A recognised professional accreditation (or actively working towards it).
3. E – Registration with a relevant professional body i.e., BACP, UKCP etc

### Experience

4. E – Experience of counselling/professional work with survivors/victims of domestic 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 LGBTQIA+, 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.
12. D - Experience with working children and young people aged 16-25.

### Knowledge & Skills

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

### Values

19. E – To be able to always evidence Family Action's values, which underpin Family Action's mission of 'building stronger families' by:
  - a) 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
20. E - Be committed to equal opportunities and Equality, Diversity and Inclusion in all that you do.
21. Have experience of and active interest in working with people from a wide range of backgrounds.
22. E - Be committed to and comply with Family Action's Equality, Diversity and Inclusion and Safeguarding policies, including Child Protection.

### Additional

- 23. E - Willing to work flexibly and outside working hours, including evenings and weekends.
- 24. E - Access to a car and willingness to work across Gloucestershire.