



FIRST LIGHT

ROLE PROFILE

Role Title	Self-Employed Bank Counsellors	Service	Cornwall Domestic Abuse and Sexual Violence Service
The Role	<p>To provide specialist therapeutic counselling to adults, children (age 5+) and young people who have experienced sexual violence and / or domestic abuse during their lives. This is within the context of a non-judgmental and confidential service and in accordance with our current service policy and the British Association of Counselling and Psychotherapy (BACP) ethical framework.</p> <p>To provide specialist pre-trial counselling for clients going through the Criminal Justice system and post-trial therapeutic support.</p> <p>We are also looking for counsellors who have group facilitation experience to hold group work of up to 6 clients per group.</p> <p>To undertake specific administration duties related to the counselling service, including electronic case and note management, contracting, user feedback and providing statistical caseload information for quarterly counselling service reports.</p> <p>The post holders will need to be self-starters, conscientious, meticulous, highly motivated, flexible and able to work unsupervised.</p> <p>In criminal cases, the post holder may be required to give evidence in court.</p>		
Reports to	Therapeutic Coordinator	Salary	£30.00 per session Max 4 sessions per day (Monday to Friday 9 – 5)

Behavioral Competency	Level	Definition Statement
Achievement	3	Is determined despite frequent obstacles. Tackles difficult problems and takes personal responsibility for reaching solutions. Seeks ways to improve overall performance levels to give higher levels of satisfaction to target groups.
Analytical Thinking	2	Looks at information and identifies key issues. Identifies causes and effects,.
Client Focus	4	Always works closely with clients developing an independent view of their needs and acting in their interests. Moves client thinking forward, helping them understand issues beyond day-to-day work.
Initiative	2	Takes action to avoid imminent problems or to capitalise on imminent opportunities. Looks for ways to achieve greater results or add value. Works consistently as needed and not when required to do so.
Flexibility	4	Demonstrates willingness to change ideas or perceptions based on new information or contrary evidence. Is open to new ideas and listens to other people's points of views.
Holding People Accountable	1	Accept accountability for own actions and performance. Does not bully or harass and does not tolerate inappropriate behaviour in others.
Ethics & Values	3	Fosters a climate of trust within the work environment, and is able to deal with difficult situations around confidentiality.
Professional Confidence	3	Provides an opinion from his or her own area of expertise. Makes decisions without deferring unnecessarily to others, and is decisive when situations demand it. Has confidence to admit when they do not know a fact or cannot commit to an immediate view without more research.
Planning and Organising	3	Organise work according to project and time management principles and practices and plans contingencies to deal with the unexpected.
Self-Awareness	4	Uses coping mechanisms to deal with difficult or emotional situations over time. Sets up support structures to manage stress levels on a proactive basis. Understands need to be strong and positive in the face of adversity but also recognises areas of one's own weaknesses and when to seek guidance and support.
Working Strategically	1	Understands the way things are done within the Agency and works to agreed standards. Can identify similarities between a current and a past situation.

Safeguarding

Adult and child safeguarding is everyone's responsibility and local partnership working is essential to ensure there is consistency within counties in how adults and children are safeguarded from abuse and neglect. It is vital that all staff understand their roles and responsibilities, and work in ways that safeguard adults and children who use the services at First Light. Expectations are set out in our safeguarding policies, which are regularly updated to meet the local safeguarding board requirements.

Key Activities	To provide counselling services to adults attending the Cornwall and Isles of Scilly Service, this in relation to Sexual Violence, including pre-trial therapy where relevant.
	Must engage in at least 1.5 hours counselling supervision per month, in line with professional guidelines, and be able to evidence this if requested.
	Provision of pre-trial therapy. Adhering to the ABE (Achieving Best Evidence) guidelines,
	it is desirable that you can provide specialist pre-trial counselling for clients going through the Criminal Justice system and post trial therapeutic support.
	To assess risk of harm to clients/self/others/property and take action as appropriate and consider sharing of information in respect of Safeguarding Children & Vulnerable Adults; acts of terrorism etc.
	To undertake specific administration duties related to the counselling service, including electronic case and note management, client contracting, user feedback and provide statistical caseload information for quarterly counselling service reports.
	To practice in accordance with the British Association of Counselling & Psychotherapy (BACP) ethical framework.
	To continuously uphold the core values and beliefs set by First Light.
	To act as a professional role model, through commitment to the integration into the practice of First Light policies and procedures. Your supervisor must be prepared to share any concerns about your practice with the service manager.

Communication	To provide, and receive highly sensitive and emotive information. To be mindful of where there may be barriers to understanding because of cultural, language or learning difficulties in a non-judgmental and empathic manner.
	A high level of therapeutic skills is required to provide intentional clinical interventions to specific client group.
	To conduct sessions through translators, if required.
	To build working relationships with staff, volunteers, stakeholders, partner agencies.

Analytical & Judgmental Skills	To be able to identify symptoms of vicarious traumatisation and implement self-management/recovery plan in conjunction with external clinical supervisor and Service Manager.
	To identify and assess relevant care, protection and risk issues relating directly or indirectly to clients and take necessary steps in accordance with Safeguarding and ethical guidelines in consultation with external clinical supervisor and Services Manager.
	To manage clinical risk within own caseload.

Planning & Organisational Skills	To be able to plan a workload and work to our time limited counselling protocol of up to 9 sessions per client.
	To be punctual and reliable.
	To be able to receive and accept regular work from the Therapeutic Coordinator.

Education	To develop and maintain knowledge and skills relevant to this area of work, which meets the needs of the organisation, client group and sexual offences legislation.
	To identify own personal and professional development needs and to keep abreast of best practice in relation to sexual violence.
	To ensure continued professional development in accordance with professional body framework.
	To be “in date” for Safeguarding of Vulnerable Adults and Child Protection courses. Certificates must be provided to HR.
	To promote evidence based practice through audit and research.
	To contribute to the research and audit programme of First Light, by data collection and implementation of recommendations.
	To support the implementation of research findings where appropriate to ensure quality of service and effective practice.

Key Results	<p><i>Key results to be agreed at appraisal but may include:</i></p> <ul style="list-style-type: none"> Feedback from Services Manager Feedback from external supervisor Feedback from service users Positive impact on operational outcomes
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Freedom to Act	The post holder will be required to use professional confidence and initiative to deliver an excellent service. Always operating within defined parameters and protocols including consulting with management as required.
Working conditions	The post holder will be based in a counselling room within an agreed location.
Health and Safety	The post holder is required to comply at all times with the requirements of Health and Safety regulations and First Light Health and Safety Management System.
Quality Management	The post holder is required to provide reports on their achievements as required by the Services Manager
Staff Care	Observe the Health and Safety requirement for the building you are working in.
Financial and Physical Resources	As a person who is self-employed, you will be responsible for using your own computer and mobile phone.
Safe Working	This post is subject to an enhanced Disclosure & Barring Scheme check.

This job description is an outline of the key tasks and responsibilities of the role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the organisation and its services, as well as the personal development needs of the post holder.

PERSON SPECIFICATION

When completing your application form, how you provide evidence that you meet the criteria below will be used to decide whether you are shortlisted for the interview. Refer to the role information and person specification and tell us how your skills and experience match. Use examples where possible from the last 2-3 years and detail the situation or task, your action(s) and the result. If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability eg. gained through education, volunteering, hobbies, etc.

	Desirable/Essential
REGISTRATION	
Member of BACP and on the Counsellors Register	E
BACP Accredited	D
EDUCATION, QUALIFICATION AND TRAINING	
Diploma in Child/Adult Counselling, Psychotherapy or Clinical Psychology and/or Therapeutic Groupwork	E
EXPERIENCE	
Experience in therapeutic work with victims of sexual violence and domestic abuse.	E
Experience of working in criminal/civil justice and/or health and social care systems	D
Handling confidential and sensitive information appropriately	E
Experience of working within the voluntary sector	D
KNOWLEDGE, SKILLS & ABILITIES	
Evidence of knowledge and skills relevant to this area of work	E
Experience of clear note taking in the event of notes being subpoenaed for evidence in court	D
Knowledge and understanding of the Criminal Justice Process	D
Understanding the issues relating to rape and sexual assault	E
Understanding of safeguarding practices for children and vulnerable adults	E
Knowledge and understanding of vicarious trauma	E
Knowledge and use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint)	E
Excellent verbal and communication skills	E
Ability to manage own workload	E
PERSONAL	
Evidence of continued professional development	E
Willingness to be flexible and adaptable.	E
Non judgmental, treat all clients, and colleagues with dignity and respect	E
Capacity to work with colleagues at all levels	E
Exemplary personal standards of conduct and behavior	E
Resilient	E
Able to develop and maintain relationships with clients/ colleagues/ professionals and stakeholders	E
Able to maintain personal and professional boundaries	E
COMPLIANCE	
Professional Indemnity Insurance for at least £2m	E
GDPR Compliant	E