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**Job Description: Counsellor**

**Responsible to:** Core Services Manager

**Location**: Chester city centre (office base). Flexible and some home-working desirable, by agreement.

**Salary:** £25,478 – 27,038 pro rata Payscale points 17 - 20

**Hours:** 22 hrs per week, including evening and occasional weekend hours

**Annual Leave:** 25 days per year plus bank holidays pro rata

**Main purpose**

To provide professional counselling for adults who have experienced any form of rape, sexual violence, or sexual abuse at any time in their lives.

**Main Responsibilities**

* Provide face-to-face/telephone/online counselling depending on client need, offering appropriate support, signposting and/or information
* Inform the Centre Manager/Core Services Manager of any safeguarding or risk issues arising from client interactions
* Carry out initial assessments via face to face or by phone or video link
* Assess client risk, and participate in decision making processes regarding appropriate referrals and signposting
* Carry out impact assessments and collect impact data to demonstrate effectiveness of work
* Provide written and verbal reports as required for monitoring, fundraising or service promotion purposes
* With client consent, provide case studies and/or creative responses including writing, images, poetry
* Keep appropriate records and notes relating to client work
* Record data and make bookings and arrangements, as required, onto CSASS dedicated databases and other on-line systems
* Liaise with colleagues (staff, volunteers, and other freelance workers) as needed for administration, room bookings or other arrangements
* Undertake any administration or paperwork relating to clients required
* With other CSASS workers, maintain a clean, safe working environment, provide regular office cover and act as a key holder
* To work within CSASS policy and practice
* To work flexibly and carry out other work up to a level commensurate with the responsibilities of the post, as required by the Core Services Manager

**Personal & Professional Development**

* Participate in regular reviews, and agree short, medium and long-term goals
* Attend supervision in accordance with professional requirements
* Attending and engaging in internal CSASS training, support and staff meetings
* Share best practice and achievements and contribute to the development of CSASS
* Contribute to others learning by sharing knowledge and skills, informally and formally

**Person Specification: Counsellor**

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| **Essential** | **Desirable** |
| **Experience**  |
| At least two years post qualifying experience in counselling survivors of rape and sexual abuse | Experience of carrying out clinical assessments |
|  | Registered or Accredited with BACP |
|  | Working in the voluntary sector, paid or unpaid |
| Working with risk and safeguarding issues |  |
| Experience of using outcome-based measurement tools in counselling |  |
| **Knowledge and Skills**  |
| A relevant professional qualification, eg counselling or psychotherapy diploma, degree or equivalent |  |
| Understanding of the impact of sexual abuse | Awareness of current rape and sexual abuse issues |
| Strong understanding of risk management and safeguarding |  |
| Understanding of the importance of accurate record-keeping, confidentiality and data protection |  |
| Ability to demonstrate excellent listening, communication and interpersonal skills |  |
| Ability to work flexibly and co-operatively with clients, volunteers, and other staff |  |
| Willingness to maintain, update and share skills and knowledge |  |
| Strong personal resilience |  |
| Competence in IT systems and the ability to keep accurate records |  |
| Understanding of and commitment to equality and diversity |  |
| Knowledge of the aims and focus of the Rape Crisis movement |  |

We recognise the value of lived experience as well as experience gained in a professional context.

CSASS premises operate as a women-only space for part of each week and we are committed to providing women-only spaces and services (in addition to inclusive spaces and services). This role requires direct delivery of some women-only services and regular work within women-only spaces. As such, **this role is open only to women** as a genuine occupational requirement. Please see https://csass.org.uk/equality-and-diversity-policy-summary/

To effective deliver impactful services to all survivors, our team needs a diversity of viewpoints. We are particularly seeking people of colour and the global majority. We would welcome more young people, and members of the LGBTQ+ and disability communities.