**Key Job Outline**

**Post: Children and Young People’s Counsellor**

**Salary: £23,805-£25,528 Grade E**

**Working Hours: F/T or P/T** (To be discussed at interview)

**Responsible to: Senior Family Wellbeing Practitioner**

**Job Purpose:**

* To have a positive impact on the lives of children and young people by empowering them through the provision of a short term therapeutic intervention.

**Key roles & responsibilities:**

* To work with a case load of children and young people to assess and explore any emotional/ mental health and wellbeing issues that are negatively impacting on their lives. To offer a range of therapeutic interventions to children and young people to empower them and build their resilience. (Mainly 1:1 and some small group work)
* To communicate with referral sources and/ or other relevant professionals as needed in order to co-ordinate effective therapeutic provision.
* To ensure that people are protected through knowledge of adult and child safeguarding procedures
* To use Outcomes Stars as part of the counselling assessment to monitor needs and review progress.
* To work actively with the Early Help Assessment process as and when required.
* To maintain records of clients, contacts and action taken and to update information promptly, assisting in the completion of all monitoring and reporting processes. Taking personal responsibility to ensure that person identifiable, confidential or sensitive information is processed in line with the Data Protection Act and complies with the law and organisational polices when processing information.
* To attend multi agency meetings as required.
* To offer a non-discriminatory service and work within an equal opportunities framework.
* To be aware of health and safety matters as they affect you and service users.
* To have access to a car and be prepared to use it for support work in all parts of Lancashire as required.
* To work within in Key’s Policies and Procedures.
* Undertake additional duties, training and/or hours of work as may be reasonably required including working flexibly to meet the needs of the families.
* Participate fully in personal supervision meetings and the annual appraisal process and undertake any training deemed necessary for the role.
* To regularly attend staff meetings

NB: Key exists to respond to the need of individuals and some of the tasks are therefore unpredictable. It is therefore expected that the worker will work in a flexible way when required, undertaking tasks that are not specifically covered in this job description and respond positively to changing needs of the organisation.

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| **KEY – PERSON SPECIFICATION** | | |
| **Children & Young People’s Counsellor** | | |
| Personal attributes required (on the basis of the job outline) | Essential  or  Desirable | Identified by: |
| **Qualifications** | | |
| GCSE or equivalent in Maths & English | D | Application & certificates |
| A degree/ diploma in Counselling Studies or equivalent in CBT, Psychotherapy, Play Therapy etc. | E | Application & certificates |
| Hold or be working towards BACP accredited membership or equivalent. | D | Application & certificates |
| **Experience** | | |
| Experience of working with and supporting children and young people with diverse and complex needs. | E | Application form/Interview/Reference |
| Experience of working in a multiagency setting | D | Application form/Interview/Reference |
| Experience of working ethically and professionally with a varied caseload | E | Application form/Interview/Reference |
| Solution Focussed Brief Therapy | D | Application form/Interview/Reference |
| **Knowledge and Abilities** | | |
| Knowledge and understanding of the key issues impacting on children’s lives today | E | Application form/Interview |
| Ability to develop appropriate relationships with children young people and families, using a client focussed approach | E | Application form/Interview/Reference |
| Knowledge and understanding of child and adolescent development. | E | Application form/Interview |
| Knowledge and understanding of the BACP codes of practice. | E | Application form/Interview |
| Ability to work under pressure on own initiative, prioritising own workload and working to deadlines. | E | Application form/Interview |
| Ability to identify and prioritise needs and risks and undertake necessary actions. | E | Application form/Interview/Reference |
| Ability to work as part of a team. | E | Application form/Interview/Reference |
| Ability to complete concise and accurate case records using an electronic case management system. | E | Application form/Interview |
| Ability to be self- reflective, whilst working with service users, in own professional development and in supervision. | E | Application form/Interview |
| Knowledge of safeguarding legislation and good practice and experience of following EHA and TAF procedures. | E | Application form/Interview |
| To have an understanding of confidentiality, equal opportunities, non-judgemental attitudes and be committed to these principles. | E | Application form/Interview |
| Ability to liaise and network effectively with a range of external agencies. | E | Application form/Interview |
| **Special requirements** | | |
| Adaptability to meet the needs of an evolving service | E | Application form/Interview |
| Willingness to work outside normal office hours. | E | Application form/Interview |
| Use of car for work related journeys | E | Application form/Interview |
| To undertake appropriate training to improve skills and acquire knowledge. | E | Application form/Interview |
| To gain a satisfactory enhanced DBS disclosure. | E | Application form/Interview |