

Job Description
Young People's Counsellor

- Post:** Young People's Counsellor (14 sessions)
- Sessions:** The sessional (hourly) rate is £21.57
Please note that the 14 sessions (hours) are broken down into:
9 hours: face to face/remote counselling
5 hours: to include time for; notes, supervision, clinical supervision groups, staff meetings, one-to-ones, annual away day, CPD and any other relevant duties needed
- Location:** Relate Bradford Office
1st Floor, Bradford Trident Business Centre
11 Edward Street
Wakefield Road
Bradford
BD4 7BH
- The post may involve working in a number of locations depending on client needs. You will need to be flexible on your place of work and able to use your own transport. Your work base will be at Bradford and/or working remotely via Microsoft Teams or by telephone
- Responsible to:** Chief Executive Officer
- Clinical Supervision:** Clinical Supervisor
- Annual Leave:** 20 days a year, plus Bank Holidays.
- Pension:** We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme)
- Probationary Period:** 6 months

Relate Bradford & Leeds

Relate Bradford & Leeds is a registered charity and has a Board of Trustees, which is legally accountable for the activities of the organisation.

Relate Bradford & Leeds are fortunate to have a diverse client demographic and colleagues embrace and positively promote equal rights for those of different social, gender, ethnicity and sexual orientation.

About Relate Bradford & Leeds

Why we do what we do

Because the relationships we have with ourselves and others matter and good relationships help us all to live more fulfilled, healthier and happier lives.

What we do

As a caring organisation, we give you the time, space and support to explore relationships and help you see how you might be able to work through and overcome relationship challenges in order to move forward positively.

- We put you at the heart of all that we do, by providing a confidential, ethical and professional counselling service of the highest quality, exploring options, individually tailored to your current situation
- We enable you to be more aware of feelings, to explore options and to improve coping skills
- We work in partnership with others

Our values, principles and behaviours

- We place kindness at our core and always strive to be respectful, supportive, professional, dependable and empowering
- As a passionate, curious and creative organisation looking to the future, we endeavour to develop innovative and dynamic interventions, continually championing the importance of healthy relationships and the role they play in ensuring good mental health
- With our partner organisations, we will be helpful, responsible, collaborative and dynamic

We have an active Board, responsible for governance (steering and accounting for the organisation) whilst day to day management functions (getting things done) are organised by the Chief Executive Officer.

Main Responsibilities

The provision of a high quality and effective therapeutic counselling and emotional support services to young people.

Professional relationships

Primary: Clinical Supervisor, CEO, Trainee Clinical Supervisor, Appointments Secretaries (internal) Also, other counsellors and volunteers, the Head of Service Delivery & Development and Trustees.

Job Purpose

To deliver therapeutic counselling and emotional support services to young people (10 and above) on behalf of Relate Bradford & Leeds, in line with Relate's policies and practices and to ensure excellent record keeping and service quality along with the highest standards of safeguarding and welfare.

Responsibilities: Clinical

1. To deliver a one-to-one, therapeutic counselling and emotional support service to young people across Relate Bradford & Leeds in a variety of settings and locations as required;
2. To conduct initial assessments of young people who either self-refer or are referred to Relate by their parents/carers, school, GP or other agencies and commissioning bodies;
3. To provide ongoing counselling to clients in accordance with the centre's policies and procedures;
4. To employ a range of tools, techniques and media in order to connect with young people and encourage them to express and communicate their emotions;
5. To use reflective practice to learn from both the client's behaviour and your own behaviour, and apply reflections to improve skills and manage own emotional wellbeing.
6. To maintain clear and adequate client records and case notes and ensure these are kept secure and confidential in accordance with Relate policies and procedures;
7. To ensure safeguarding and child protection procedures are followed in line government regulations and the requirements of the centre and national Relate policies;
8. To ensure all working practices are compliant with Relate's policies and standards and to work within the ethical guidelines of the British Association of Counselling and Psychotherapy (BACP);
9. To provide supportive group work to young people in schools and other settings, if required;
10. To attend meetings, reviews and conferences appropriate to your work and report back appropriately.

Measuring outcomes

1. Ensure thorough implementation of 'The Difference We Make' outcomes measurement tools with all clients in order to assist the therapeutic process in setting goals and to monitor clients' progress and any other outcome and monitoring tools.

Supervision and line management

1. To attend a minimum of 1.5 hours' individual supervision each month (as agreed with the Clinical Supervisor/Trainee Clinical Supervisor);
2. To attend monthly Case Supervision Group meetings;
3. To attend monthly 1-1 meetings with the CEO.

Continuing Professional Development

1. The post holder must complete the required number of CPD hours annually in order to remain on the Relate Register of Practitioners and adhere to BACP ethical standards and requirements;
2. To undertake any mandatory CPD/training required by Relate for the proper fulfilment of the role;
3. The post holder is expected to take responsibility for his/her own professional development and keep up to date with latest information and good practice as it relates to the role;
4. To discuss and identify any specific training needs with the Supervisor and CEO.

Confidentiality and compliance

1. To promote anti-discriminatory practices which uphold the rights of all individuals to equal access to services irrespective of race, religion, colour, nationality, ethnicity, marital status, sexual orientation or disability;
2. To promote equal opportunities and an open approach in all areas of work bearing in mind the need to maintain appropriate confidentiality at all times;
3. To ensure compliance with health and safety, child protection and data protection regulations in accordance with legislation and Relate policies and practices.

Other

1. Contribute to discussions about the development of services;
2. Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and procedures of Relate Bradford & Leeds;
3. The job will involve working in a number of locations and will therefore involve some travelling for the proper performance of your duties and to and ensure services are made accessible to as many young people as possible across the Relate Bradford & Leeds area of operation;
4. The post holder may also be required to attend external events as a representative of the organisation, and to act as an ambassador of Relate Bradford & Leeds with stakeholders and other agencies;
5. Undertake such other duties as required by your Supervisor and/or CEO, commensurate with the post.

PERSON SPECIFICATION –YOUNG PEOPLE’S COUNSELLOR

Qualifications Skills and Experience	Essential	Desirable
Minimum Qualifications: - Level 5 Diploma in Counselling	✓	
In addition: - Post qualifying training with young people aged 10 and above - Child Protection & Safeguarding training	✓ ✓	
Knowledge: - Understanding of, and commitment to, anti-discriminatory practice - Understanding of a range of counselling theories and methodologies	✓ ✓	
Experience: - Experience of providing relationship counselling to a range of clients.		✓

