

Job Overview

Following successful funding from the UKSPF (Levelling Up) we are able to expand and further develop our service. We are now in a position to appoint additional counsellors to join our innovative, enthusiastic team based at 19 Market Street, Haverfordwest, SA61 1NF.

Reporting Line

All counsellors report to the Counselling Service Manager.

Key responsibilities:

- To contribute to the delivery of the Pathway Counselling Service
- Adhere to the BACP Confidentiality Guidelines
- Monitor and report on individual client progress in counselling sessions with due consideration to confidentiality
- Attend supervision in line with BACP guidelines.
- Attend Team Meetings as requested by the Counselling Service Manager
- Adhere to all Pathway Counselling/PCS policies
- Ensure all safeguarding concerns are reported immediately in accordance with relevant safeguarding procedures
- Maintain case files in accordance with BACP and Pathway Counselling Service guidelines for data protection
- Ensure client files are maintained in an appropriate manner and kept up to date
- Ensure that you work in accordance with the BACP Code of Ethics and Practice for Counsellors
- Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and procedures of Pathway Counselling Service
- Engage in appropriate CPD to be informed of current practice

Person Specification

Qualifications and Training

Essential

- UK-recognised qualification in counselling or psychotherapy. (Minimum Diploma L4 or equivalent)
- Current membership of BACP

Desirable

- Post qualification training

Experience

Essential

- Experience of providing generic counselling to adults experiencing a range of mental health challenges and difficulties

Desirable

- Experience of providing counselling to children and young people
- Experience of delivering small group work sessions to children and young people focused on mental health and wellbeing subjects. Or a willingness to do so
- Experience of delivering small workshop sessions to adults focused on mental health and wellbeing subjects - or a willingness to do so

Competencies

Essential

- Sound knowledge and understanding of BACP Code of Ethics
- Ability to assess the needs of clients and provide appropriate service for them
- Ability to share expertise within the parameters of confidentiality
- Ability to manage and respond to demand pressures on the service
- Ability to work as a member of a team and on your own initiative
- Excellent communication and interpersonal skills
- Ability to maintain productive, supportive working relationships with clients and colleagues
- Excellent punctuality and attendance

Desirable

- Understanding of the roles of other relevant/complementary agencies
- Experience of using a range of Microsoft Office products including email, Word, Outlook and Excel

Work-related Personal Requirements

Essential

- Enthusiasm for all aspects of the Pathway Counselling Service
- Willingness to work face-to-face, online and by telephone as required
- Willingness to continue training and personal development
- Regular attendance at supervision in line with BACP guidelines. (Employees are responsible for sourcing and meeting the costs of their supervision)

Other Work Requirements

Essential

- Commitment to Equal Opportunities
- Commitment to the protection and safeguarding of children, young people, and vulnerable adults.
- Clean Driving Licence, access to use of a vehicle and appropriate business insurance.

Salary in the range of 28k - 32k subject to qualifications and experience, pro rata. (Hours to be agreed with the Service Manager – a range of options may be available.)

This is a fixed term contract for 12 months, but we are confident of getting further funding to extend the project beyond this timeline.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If you are interested in joining us please send an up-to-date CV along with a covering letter to fiona.phillips@pembrokeshirecaresociety.org.uk telling us why you are interested in the post and how your knowledge, skills and experience meet the requirements as set out in the person specification. (500 words maximum.)

Closing date for applications Friday, 26th January 2024.