



Role Profile

Job Title: Counsellor- On Trak	Role Profile Number: P/A
Grade: M Salary:	Date updated: February 2021
Directorate/Group: Children, Families and Community Health	Reporting to: Senior Counsellor On Trak
Structure Chart attached:	No

Job Purpose

On Trak is a service which offers therapeutic counselling to young people. The role of the On Trak Counsellor is to provide a high standard of assessment and counselling for young people.

The post holder will also be required to be involved in developing outreach programmes which target vulnerable young people which facilitates engagement.

The role involves regularly dealing with highly confidential and sensitive information. This requires excellent interpersonal skills and the ability to manage this information safely.

Key Accountabilities

- To deliver assessment sessions with potential clients to evaluate their needs
- To deliver counselling sessions to young people identified as a priority by the Senior On Trak Counsellor
- To develop partnerships with external agencies to promote the work of On Trak and to develop joint work and identify ways of delivering preventative work, eg group work
- To take responsibility for the welfare and safety of clients and volunteer counsellors during counselling sessions
- To be aware of research and developments within counselling
- To undertake appropriate staff development, training, supervision and performance development plans
- To produce information and reports as required
- In input all relevant data onto CAPITA 1

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Minimum of 250 logged hours of counselling young people, experience of working with clients with mental health issues and working as a member of a team of counsellors
- Experience of having undertaken personal therapy
- Experience of assessment work, group work and working with schools/ colleges and youth engagement provision
- Knowledge of the pressures on young people
- Experience and knowledge of safeguarding policies and procedures
- Understanding the importance of confidentiality

Qualifications/ accreditation

- Diploma in Counselling
- BACP accreditation or nearing accreditation

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none">• N/A• <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none">• N/A••	<p>Budget Holder No Responsibility</p> <p>Asset Responsibility: No</p>	
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Young people and their families
- Team members
- Colleagues from across the authority
- Stakeholders eg schools, colleges, GPS

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic

leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	