



Role Profile

Job Title: On Trak – Youth Counsellor	Grade/ Level: M	Post Number: P/A
Directorate: Children’s Services	Job Family: Youth	Date Prepared: 23/07/19

Role reports to (Job Title): On Trak Youth Counsellor Manager

Job Purpose:

- To provide assessment and counselling sessions for young people
- To develop outreach programmes which targets vulnerable young people and design ways of meeting their needs
- To take full account of the child protection needs of clients in accordance with relevant policies and procedures

Key Accountabilities:

- 1) To deliver assessment sessions with potential clients to evaluate their needs.
- 2) To deliver counselling sessions to young people identified as a priority by the Counselling Manager.
- 3) To develop satellite counselling provision in Swindon.
- 4) To develop partnerships with external agencies to promote the work of the counselling agency and to develop joint work and identify ways of delivering preventative interventions, eg. group work.
- 5) To take responsibility for the welfare and safety of clients and volunteer counsellors during counselling shifts.
- 6) To participate in organisational meetings and inform management, counsellors and the Youth Service about developments and issues arising from the clinical work.
- 7) To be aware of trends and developments in the counselling field and in the client group and to ensure that the service accurately reflects these.
- 8) To undertake appropriate staff development, training, supervision and appraisal sessions.
- 9) To produce information, reports and publicity as may be required.
- 10) To update case management systems and ensure confidentiality of data taking full account of the child protection needs of young people in accordance with professional best practice, legislation, and SBC policies.

Supplementary Accountabilities: 1.	
Job Scope: Number and type of jobs managed:	Job Scope: To include Saturday am or pm working by agreement
Typical tasks supervised/allocated to others:	Budget:
	Assets:

<p>Knowledge and Experience:</p> <p>Diploma in Counselling, BACP accreditation or nearing accreditation Minimum of 250 logged hours of counselling Experience of counselling young people and working with people with mental health problems Experience of working as a member of a team in a counselling agency. Experience of having undergone or undergoing personal therapy. Experience of assessment work, group work and working with schools and Youth Work agencies. Knowledge of the pressures and demands on young people’s lives. Knowledge and awareness of child protection procedures and legislation. Understanding the importance of confidentiality in counselling. A full drivers Licence is preferable or the ability to make site visits</p>
<p>Decision Making:</p> <p>Writing assessments, dealing with child protection concerns according to agency procedures</p>
<p>Contacts and Relationships:</p> <p>To develop and maintain communication with external agencies for the purpose of referral to and from the service and to develop new partnership working</p>
<p>Creativity and Innovation:</p> <p>Experience of outreach work and designing services which respond to identified need. Experience of using different counselling techniques to connect with clients To produce reports</p>
<p>Job Specific Competencies:</p> <p>This post will include some evening and weekend work This post is subject to a Criminal Records Bureau Check</p>
<p><u>Values and Behaviours</u></p> <p>We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:</p>

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

Employee Signature:

Print Name:

Date

Line Manager’s Signature

Print Name:

Date:

For Recruitment & Selection Process Only

Person Specification

Please list the criteria below in accordance with those shown on the Job Description

For the Post of: On Trak - Counselling			
No.	Criteria	Minimum/ Preferred	Method of Assessment
		M = Minimum P= Preferred	I = Interview AF = App Form T = Test P= Presentation
1	<p>Knowledge & Experience: Diploma in counselling, BACP accreditation or nearing accreditation. Min 250 logged hours of counselling Experience of counselling young people Knowledge and experience of counselling mental health problems. Knowledge of the pressures which affect young peoples lives.</p>	<p>M</p> <p>M</p> <p>M</p> <p>P</p> <p>M</p>	<p>A/F</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
2	<p>Decision Making: Ability to work on own initiative whilst adhering to On Trak's policies.</p>	<p>M</p>	<p>I</p>
3	<p>Contacts and Relationships: Understanding of the importance of confidentiality. Ability to develop and maintain communication with external agencies.</p>	<p>M</p> <p>M</p>	<p>AF/ I</p> <p>I</p>
4	<p>Creativity and Innovation: Experience of outreach work. Designing services which respond to the identified needs of the young people. Experience of using different counselling techniques to connect with clients.</p>	<p>P</p> <p>P</p> <p>P</p>	<p>AF/I</p> <p>I</p> <p>AF/I</p>
5	<p>Other Requirements: Flexible working will be required inc evenings and weekends. Full Driving licence</p>	<p>M</p> <p>P</p>	<p>I</p> <p>AF</p>