

Candidate Information Booklet

**VSS Counsellor**

(Ref VSS:001)

Closing date for applications:

5 00pm Wednesday 5th April 2017

**MENTAL HEALTH COUNSELLOR**

**JOB DESCRIPTION**

**Job Title**: VSS Counsellor

**Responsible To**: Clinical Manager

Location: East Belfast Community Counselling Centre, 55 Templemore Avenue

**Overall Outline of duties**: To provide one-to-one counselling support to those affected by a range of trauma and mental health related issues within a safe therapeutic environment

**Salary:** £28,485 – pro rata – SO 2 Scale

**Hours**: 20 hours per week

**Holiday entitlement**

**(Excluding bank holidays):** 25 days per annum (pro rata)

**Contract end date**: 31st March 2020

**Outline of Duties**:

1. To provide counselling and support to individuals who are affected by 'Troubles' related trauma and/or associated mental health difficulties.

2.    To deliver a range of counselling interventions.

3.    To work within the ethos and BACP/IACP code of ethics.

4.    To attend regular therapeutic supervision for his/her work.

5.    To work with and contribute to the existing counselling team.

6.    To take part in personal training relevant to the post.

7.    To use IT systems for monitoring & evaluation purposes eg. CORE.

8.    To liaise with other Health Care Agencies as and when required

9.    To undertake such other reasonable duties as may be required.

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**Current organisational chart March 2017**

**Person Specification**

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| **Essential Criteria** |
| **Qualifications and Accreditation** |
| E1.A Level 4 Diploma or Foundation Degree in Counselling  E2. Accreditation by BACP/IACP (or working towards, accreditation which must be gained within the first 12 months in the job, failure to do so will result in termination of contract of employment)  E3. ASSIST Training  E.4 Mental Health First Aid |
| **Knowledge and Experience** |
| E5. A minimum of two years post qualification supervised counselling practice  .  E6. Experience of working with Victims/Survivors of the Troubles  E7. Experience of working in a mental health setting |
| **Skills/Personal Attributes**. |
| Demonstrate a sound work ethic, support the victim-centred approach of EBCCC/VSS and have the ability to work within its values, policies and procedures  To be aware of and sensitive to the needs of clients and to undertake work in a manner that is friendly, flexible, courteous and respectful  To be discreet and aware of issues of privacy and confidentiality  To be a team member and to participate in the efficient flow of information to all work colleagues  To show reasonable flexibility in relation to the hours of attendance and to cover for absent staff members when necessary  To keep up to date with current evidence based best practice in own area and contribute as appropriate to the development of policy and procedures within own area of expertise  To actively participate in staff meetings  To be vigilant of any Health, Safety and Welfare risks in the workplace. |
| **Desirable Criteria** |
| .  D1. Experience of local community development particularly of inner city areas  D2. Experience of working with a range of community and voluntary agencies  D3. Ability to use IT systems for monitoring & evaluation purposes eg. CORE  D4. Ability to work as part of a team  D5. Trauma Training |

**EBCCC application process**

The EBCC application process is described below

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|  | **Activity** | **Timescale** |
| Step 1 | Closing date for completed applications and equality monitoring data | Wednesday 5th April 2017 5 00pm |
| Step 2 | Short listing of applications | Thursday 6th April |
| Step 3 | Interview Dates | Monday/Tuesday 10th &11th April |
| Step 4 | Initial conditional offer for successful candidate  Pre-employment vetting processes | To be confirmed |
| Step 5 | Successful Candidate offered post | To be confirmed |

**Guidance for making your application**

* Completed applications can be submitted by hand, by post (East Belfast Community Counselling Centre, East Belfast Network Centre, 55 Templemore Avenue, Belfast, BT5 4FP).
* We will not accept incomplete application forms, application forms returned without the equality monitoring form before the deadline, application forms received after the closing deadline or reformatted application forms which exceed the maximum length.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.
* Should you have any queries please contact (Roberta Richmond 028 90460489)
* The reserve list resulting from this competition will be valid for a period of up to one year.
* Any reasonable adjustments required by a candidate for attending interview will be made in advance, please let us know how we can do this

**Pre-employment vetting procedures**

The pre-employment vetting procedures will include the following:

* Your passport and any relevant visa documentation or a document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card)
* Proof of qualifications
* Receipt of 2 satisfactory references (References will not be sought until after the final stage of the assessment process)
* Access NI check