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| JOB DESCRIPTION |

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| Job Title: | Guidance Counsellor | Reports To: | DSS Co-ordinator |

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| Programme : | Disability Support Services | Location: | Various throughout NI |

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| Job Purpose: | To provide a support service to young people who require support whilst participating on the Training for Success and/or Apprenticeships NI Programme as agreed with the Disability Support Services Co-ordinator.  To provide a professional counselling service to offer guidance to the young person to deal with issues that affect their mental health and well-being and encourage them to discuss emotions and experiences.  This role may involve the post holder to work outside normal working hours to include weekends and evenings. |

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| Working Relationships: | Reports to DSS Co-ordinator  Works closely with participants & staff, training organisations, support agencies and key stakeholders |

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| Hours of Work: | TBC |

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| Holidays: | TBC (depending on support hours) |

| Key Job Duties |
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| * Provide specialist support as agreed with the DSS Co-ordinator and tailored to suit the young persons’ needs. |
| * Agree a counselling contract to determine what will be covered in sessions (including confidentiality issues). |
| * Maintain records of engagement, progress, development, positive milestones. |
| * If required, refer the young person to specialist support organisations. |
| * Provide monthly updates to the DSS Co-ordinator on the young persons’ progress. |
| * Assist the young person throughout the programme and advise them of the services that are available to support them in their learning and reasonable adjustments. |
| The key job duties listed above give a broad outline of the functions of the role. However, these duties must be approached in a flexible manner. The job holder will be expected to adapt to changing circumstances and undertake other duties as allocated by your Manager. The outline of the job duties may change from time to time. |

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| **General Duties** |
| * Carry out job duties in compliance with Clanrye Group’s policies and procedures to include equal opportunities and health and safety legislation. |
| * Adhere to existing work practices, procedures and undertake relevant training and development activities and to respond positively to new and alternative systems. |
| * Keep up to date with new resources in line with industry demand and currency ensuring participants are trained using the most up to date and current resources. |
| * Act in compliance with all course examination, assessment and validation requirements. |
| * Ensure quality of provision at all times. |
| * Demonstrate commitment to Clanrye Group through the completion of all tasks allocated to you and by attending staff and development opportunities to ensure that professional competency is maintained. |

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| Qualifications Required |
| * An undergraduate degree in a relevant subject, such as social work, youth work, psychology or nursing. |

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| Experience Required |
| * At least 1 year experience in a similar role. |
| * Experience of working to and understanding Child Protection policy, procedures and legislation. |
| * Experience of working in a multi-disciplinary environment responding to the needs of young people. |

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| Essential Knowledge / Skills Required |
| * Knowledge and understanding of child development issues affecting children’s and young people’s vulnerability and resilience and parent support work. |
| * Knowledge of statutory services and relevant children’s legislation especially child protection and safeguarding. |
| * Knowledge of good practice, preventative measures and interventions to overcome issues within disadvantaged communities. |
| * Ability to listen and relate to children, young people and adults in an empathetic manner, valuing their views, experience and recognise their strengths. |
| * Ability to develop a good rapport with young people and use effective interpersonal skills. |
| * Excellent interpersonal skills particularly communication and presentation skills. |
| * Good organisational skills with a good ability to navigate the MS Office Suite. |
| * Effective mentoring and motivational skills to encourage the young person to undertake positive actions. |
| * Access to own car is essential. |
| * Sensitive to the needs of young persons and their parents. |
| * Respect for diversity as you will be working with young people from a range of backgrounds. |