

Informing Choices NI
3rd floor, Ascot House,
24 – 31 Shaftsbury Square,
Belfast, BT2 7DB

JOB DESCRIPTION

Title	Counsellor
Responsible to	Director of Clinical Services
Location	Belfast office
Salary	£29,269 - £31,364 (pro rata)
Hours	Part-time, 21 hours

Who we are

Informing Choices NI (ICNI) are a sexual and reproductive health charity. Our vision is a society where individuals have the right and freedom to make informed choices about their sexual and reproductive health. Our mission is to champion informed choices around sex, sexuality and reproductive health and emotional wellbeing through advocacy, counselling, education, information and training.

Main function

To provide pregnancy choices and post pregnancy counselling support.

Reporting to ICNI Director of Clinical Services, as a key member of the clinical team, taking responsibility for managing a counselling caseload.

Principal duties of the post

- To provide pregnancy choices and post pregnancy counselling, support and information.
- To offer telephone and face-to-face counselling as required.
- To carry out comprehensive clinical assessments with all new referrals.
- To effectively access ICNI support and consultation structures for clinical issues relating to child protection, adult safeguarding and areas of risk behaviour or concerns.
- To maintain appropriate record-keeping for all contact with clients and third parties as determined by ICNI policy and procedure.
- To maintain a cooperative working relationship with ICNI administration colleagues ensuring seamless service from point of referral to case closure.

- To be familiar with current statutory, voluntary and independent services available in Northern Ireland, Ireland, and Great Britain that may benefit clients availing of pregnancy choices and post pregnancy counselling.
- To support ICNI Director of Clinical Services with service promotion and establishing suitable venues for counselling.
- To provide regular written update reports to ICNI Director of Clinical Services as required.
- To ensure all data collected and kept complies with GDPR.
- To liaise with appropriate external agencies and organisations as appropriate.
- To be aware of ICNI's Equal Opportunities Policy and to ensure that the policy is reflected in all aspects of the post holder's work.

This job description is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the post-holder works.

Personnel Specification

Essential Requirements

Qualification

1. Counselling qualification from a recognised awarding body, to at least diploma level (300hrs theory and practice).

Experience

2. Evidence of 350 post qualification hours of clinically supervised counselling practice in a formal setting.
3. Experience of working with a diverse range of presenting therapeutic issues.
4. Experience of liaising with statutory, voluntary and community organisations.
5. Awareness of Child Protection and Adult Safeguarding issues.
6. Giving accurate and confidential information and therapeutic support over the telephone or in person.

Knowledge

7. Excellent knowledge of sexual and reproductive health, particularly in relation to pregnancy and abortion care.

Skills

8. Hold or be working towards accreditation by a professional counselling and psychotherapy body.
9. Excellent verbal communications skills and the ability to support people under stressful situations.
10. Proficient in the use of Microsoft Office, with knowledge of Excel.
11. Ability to work as part of a team.

Other

12. Available to work evenings and weekends as required.
13. Commitment to the aims and values of Informing Choices NI