**Falls Women’s Centre Job Description**

**Title:**  Counsellor Coordinator

**Reporting to:** Managing Director

**Hours per week**: 20 hours per week

**Location:** Falls Women’s Centre

**Salary:** £28,371.00 Scale 6.20 per annum pro rata

**Contract:** 1 year post (subject to continuation of funding)

**Main Duties:**

This worker will coordinate Falls Women’s Centre Counselling and Holistic Services. They will work to promote a community development approach to all aspects of the work of the Falls Women’s Centre promoting a greater understanding of the impact of mental health and wellbeing on the lives of women living in disadvantaged communities.

**Responsibilities:**

**Counselling Responsibilities:**

1. To provide 10 hours one to one counselling sessions to clients referred through Falls Women’s Centre.
2. To work professionally and ethically with clients on a contractual basis.
3. To attend clinical supervision monthly.
4. To maintain records professionally, confidentially, and appropriately.
5. To always maintain a professional attitude towards clients, staff and all those who are in contact with the service.

**Administration Responsibilities:**

1. To maintain a database of clients availing of Counselling services and Holistic Therapies.
2. To maintain and develop a waiting list of clients for Counselling and Holistic Therapies.
3. To liaise with counsellors and therapists and to monitor and review agreed sessions for clients.
4. In conjunction with the Managing Director ensure all budgets and targets are met complying with the monitoring and evaluation requirements of the project.
5. To work with the Managing Director to ensure Counsellors and Therapists adhere to the code of practice, ensuring good governance.
6. To participate in relevant training programmes.
7. To attend regular team meetings and supervision sessions
8. To contribute to the development and implementation of the Falls Women’s Centre Strategic Plan
9. To adhere to the ethos and values of Falls Women’s Centre
10. To represent Falls Women’s Centre at meetings and events when necessary.
11. To undertake any other reasonable duties as requested by Management.

**Job Specification**

**Essential Criteria**

1. Recognised Diploma /degree in Counselling with 3 years post qualifying experience.
2. Certificate of Proficiency -BACP accreditation or working towards accreditation with a minimum of 450 post qualification supervised counselling hours.
3. Ability to make use of counselling supervision (evidenced by a counselling supervisor’s statement)
4. Demonstrate sound working knowledge of professional ethics and boundaries
5. Experience of working with individuals who present with common mental health issues, and Tier 2 interventions according to NICE guidelines
6. Experience of working in a community setting and knowledge of the issues related to communities who have experienced high levels of trauma.
7. Experience of working in a community setting which reflects high levels of health inequalities and disadvantage
8. Experience of working with individuals deemed to be at risk of suicide or self-harm and those bereaved through suicide.

**Administration:**

1. Working experience of good administration skills.
2. Working Knowledge of Use of IT Skills (Word, Excel)
3. Good communication skills, oral and written

**Desirable:**

1. Previous experience of working in primary care or other healthcare settings
2. CBT Level 5
3. Mental Health First Aid
4. ASIST