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| **JOB DESCRIPTION** | | **Counsellor (HOPE Schools Counselling service)** |
| **RESPONSIBLE TO** | | Service Manager |
| **LOCATION** | | Based within key post primary schools in Antrim & Mid Ulster area. |
| **LENGTH OF POST** | | This post is funded to September 2027 (with possible extension) |
| **HOURS** | | Pro rata (8.75 – 35 hours available)  Part-year 38 week contract |
| **SALARY** | | £29,848 pro rata per annum (FTE for 35 hour contract, 52 weeks per year)  Plus 4% Pension |
| **THIS POST IS FOR YOU IF:**  • You have worked within a school counselling role showing outcomes  • You have a Diploma, Degree or Masters, or equivalent counselling or psychotherapy qualification.  • You like a job which has a diverse range of responsibilities  • You are passionate about supporting Young People in a counselling role  **OVERALL PURPOSE**  **As counsellor within ASCERT’s Services you will be part of a multidisciplinary team that provides services within a school setting. The Holistic Options for Promoting Resilience Schools (HOPE) Counselling service helps young people’** **improved self-esteem, access to care, less interruption in learning, increased quality of everyday life and relationships, strengthening the use of their emotions, and increased self-awareness.**  You will provide confidential support to young people aged 11 - 18 within a school’s environment using your skills and knowledge in working safely and ethically and practising within relevant Competency Frameworks and Standards in counselling.  ASCERT have grown to become one of the leading and best-known providers of education and training and interventions for young people and families in Northern Ireland, addressing a range of issues such as mental health, substance use, suicide prevention and trauma. We have an extensive experience of service development, planning and delivery across a range of disciplines and have secured and successfully delivered substantial contracts on behalf of public bodies.  ASCERT provide a wide range of services across the region, and now have offices in Lisburn, Omagh and Belfast. We are strongly linked to policy development and implementation of strategy at a regional and local level. We have strong partnerships with other services delivering treatment, training and community services to people that need support. In 2009 we successfully achieved the Investors in People award and now hold the gold award.  Summary of Role:  • Be an active member of the HOPE and interventions teams.  • Support Young People and Adults impacted by a range of issues.  • Ensure high quality practices are delivered in line with the service’s objectives, service specifications and KPI’s.  • Work collaboratively with the HOPE and interventions team.  Why join the ASCERT team?  • 28 Days Annual Leave plus 11 Bank/Public Holidays  • Christmas Shopping Day  • Time off for Mental Health Awareness  • Time off in Lieu Policy  • Hybrid Working Options  • Competitive Pension contributions from ASCERT  • Staff Wellbeing Programme  • Investors in People Gold Employer | | |
| **Service Development** | ASCERT employees will work to the KPI’s that are set in line with service specification provided by funding bodies. | |
| ASCERT employees will have defined KPI’s as part of their annual service targets. | |
| Ensure a high-quality service is delivered in line with the service specification and KPI’s in line with service objectives. | |
| Contribute to the delivery of teaching and training programmes. | |
| Read and comply with instructions as set out within HOPE Service Operational Handbook (2024) | |
| Work collaboratively with colleagues to further develop ASCERT services. | |
| **Key Responsibilities** | Supporting individuals, families and communities to build their resilience using holistic options . | |
| Responsive to needs, tailored and customised to specific circumstances, and that are reviewed on a regular basis to accommodate changes in the service user’s life. | |
| Conduct timely responses in offering support. | |
| Variety of interventions and support in relation to specific needs and client motivation, that are based on a thorough assessment of need and circumstance. | |
| Participation in the on-going monitoring and evaluation of the ASCERT service. | |
| Provide regular reports to the Service Manager on the activities of the post. | |
| To work responsibly and professionally in partnership with other agencies in the delivery of the ASCERT services. | |
| To work alongside the Service Manager in the formulation of Intervention or Prevention Pathways for the participants in ASCERT services. | |
| To carry out other responsibilities as commensurate with the post. | |
| To maintain personal Continuing Professional Development and encourage and support other staff in their development and training. | |
| To keep accurate and up to date written records of contact with service users. | |
| To attend staff meetings, and non-clinical supervision in house, and appropriate clinical supervision with an external agency if required. | |
| **Professional Development** | Maintain and develop personal expertise and knowledge by reading, networking and further training in order to develop professional competence and to contribute to the development of competence within the team. | |
| Help with the induction and orientation of new staff, volunteers and students. | |
| Ensure professional development by seeking regular supervision and annual appraisals. | |
| Be accountable and responsible for own professional practice, operating in line with professional code of conduct and within organisational policy and procedures. | |

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| **PERSON SPECIFICATION** | |
| The following ESSENTIAL criteria will be assessed at  The application stage | Indicates those criteria which will also be assessed on the selection day and where they will be evidenced: |
| Professional training:  Minimum qualification  Recognised Diploma in Counselling at level 4 or equivalent  Accreditation with a professional body/ or evidence of working towards i.e.: BABCP, BACP, IACP, NSC.  Experience:  A minimum of 100 hours post qualification, clinically supervised practice in counselling children and young people up to the age of 18.  OR  Have a minimum of 100 hours post qualification experience of working with adults and have successfully completed the Level 5 CPCAB Diploma in Counselling Children & Young People. | Application |
| Excellent oral and written communication skills for the production of reports and the maintenance of caseload files. | Interview |
| Sound planning and organisational skills to manage a demanding workload including caseload management, training sessions, and peer support. | Interview |
| Excellent IT skills across a number of different applications including word, PowerPoint, Outlook, and use of digital projectors. | Interview |
| Ability to travel regionally to deliver the programme access to a car and a full UK driving license or guaranteed access to other appropriate form of private transport. | Interview |
| Criteria assessed on the selection day | To be evidenced in selection day only |
| Effective team player both as a member of ASCERT’s team and more widely as a team member within the organisation and its related partners. | Interview |
| Empathy with ASCERT’s purpose and values including an interest and sensitivity to other cultures and a strong commitment to equal opportunities and diversity. | Interview |
| Willing and able to work unsocial hours including evenings and weekends (with notice) and travel within ASCERT’s area of operations | Interview |
| Desirable Criteria | Evidence – Application Form |
| Advanced Motivational Interviewing (MI) | Application |
| A relevant qualification in substance misuse  (e.g. OCN/OCR/CCEA Level 2 or above) | Application |
| At least 2 years’ experience working in a school environment | Application |
| Applied Suicide Intervention Skills Training (ASIST)/ Mental Health First Aid / Safe talk training or equivalent | Application |