



VOLUNTEER DESCRIPTION

Project area:	Community Counselling
Volunteer Title:	Volunteer Counsellor
Responsible to:	Counselling Team Leader
Location:	Hollywood Family Trust Community & Family Centre 108-112 High Street, Hollywood, BT18 9HW

Organisational Context

HFT is a Christian faith-based community organisation with charitable status. As a core project of Hollywood Family Trust, HFT Community Counselling is a BACP Accredited Service that provides a confidential counselling service to adults who are 18+ years. We are a referral service for primary carers with a contractual service level agreement with the Public Health Agency within the Belfast & South Eastern (Health) Trust. The service operates within the ethics of the British Association of Counselling & Psychotherapy (BACP)

Purpose of Volunteer Role

To provide counselling support to clients aged 18+ from the SET area and Greater Belfast Area

Key responsibilities

With reference to all HFT policies and procedures, the counsellor will be expected to carry out the listed tasks:

- To have completed Level 4 Diploma in Counselling and with a minimum of **100** hours with clients.
- To be a registered member of BACP/NCS and either accredited or working towards BACP Accreditation. (or to be actively pursuing the Certificate of Proficiency so as to become a registered member of BACP).
- To provide a professional service to clients at all times ensuring the highest possible standards in relation to confidentiality.
- To inform the Counselling Team Leader at the earliest possible opportunity about any risk/safeguarding issues that arise during counselling sessions.
- To uphold all HFT Community Counselling organisational policies and procedures.
- To adhere at all times to the BACP Ethical Framework for the Counselling Professions.
- To keep a written or computerised record of all counselling sessions in line with HFT Community Counselling procedures.
- To complete all required administration forms with clients including signed contract, equal opportunities monitoring and end of counselling evaluation forms.
- To complete CORE Outcome Measure with all clients.
- To complete Client Statistics Log at the end of counselling sessions.
- To attend external clinical supervision 1.5 hours each month in line with BACP requirements.
- To maintain professional boundaries at all times particularly on social media.

Practical

- Competent use of necessary equipment

Skills / Attitudes

- Excellent inter-personal and communication skills, in particular active listening
- Being inclusive and accepting of all service users
- Confidently establish boundaries and respect

Accountability

- Report directly to the Counselling Team Leader
- Engage in line-management support and supervision

- Follow HFT's confidentiality policy, particularly around not sharing any information about clients outside of HFTCC and Supervision.

Terms and Conditions

Hours 3+hrs per week

Closure Christmas week, Easter Week, July Week, May Bank Holiday, August Bank holiday.