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**TLC: Talk, Listen, Change**

**Job Description**

**Job Title:** Domestic Abuse Counsellor – Female (Nottinghamshire)

**Hours:** 18 hrs per week (working pattern to be agreed)

**Salary:**                               Grade 4: £27,784 -£33,509 FTE based on 37 hours per week

**Contract:** Fixed term contract – 2 years

**Location:** Hybrid (home and centre based in venues across Nottinghamshire) 

We value the importance of flexible working. Our services are a hybrid of online and in person delivery within venues across Nottinghamshire.

**Accountability:** To Service Manager

**Job Purpose:**

TLC: Talk, Listen, Change is looking for an independent, self-motivated counsellor who is experienced in working with people affected by domestic abuse.

TLC: Talk, Listen, Change offers a funded counselling service for people who have experienced domestic abuse (women and men) within Nottinghamshire. Funded counselling is time-limited up to 15 weekly sessions.

The successful candidate will ideally have experience working with a diverse range of issues such as:

* Domestic violence and abuse
* Supporting people in recovery from alcohol and substance misuse
* Bereavement and loss
* Mental health issues, such as depression anxiety
* Trauma
* Issues relating to identity (eg. sexuality, gender identity)
* Changes in people’s lives, such as retirement, children leaving home, relationships ending
* People affected by job instability, housing issues and homelessness
* People affected by chronic illness or caring for someone long-term

**Key Responsibilities:**

* To offer counselling online (telephone and Teams) and face-to-face.
* Manage a caseload of clients and deliver effective counselling in line with the requirements of the ethical framework of your registered professional body (such as BACP, UKCP or NCPS).
* Work in line with the policies of TLC: Talk, Listen, Change, especially in relation to Child and Adult Safeguarding and Equality, Diversity and Inclusion.
* Ensure a high level of self and practice reflexivity and that you work within your own levels of competency and ability, recognising and taking to supervision any concerns that you have about your practice
* Provide assessment of clients who request counselling, establishing if time-limited counselling is appropriate and referring on to more specialist services or other organisations if necessary.
* Respond to the differing needs of individual clients by providing a range of therapeutic interventions and activities eg. creative interventions, grounding / mindfulness.
* Attend individual or shared clinical supervision as required, establishing your responsibilities within supervision and using it in a reflexive and open way to inform your client work, celebrate and develop your skills, address your concerns and monitor your own capabilities
* Work with your supervisor to address any concern you or they may have about you or your practice; completing any development requirements that they may ask you to undertake
* Ensure that all clients/cases are talked about in supervision at least once while they are on-going and that outline details of all cases are taken in a readily understood summary form to each supervision
* Display transparency and openness in your clinical practice by participating, where appropriate, in live supervision, recordings of practice and reflecting teams.
* Take responsibility as agreed with your supervisor and/or line manager, for any required client contact in between counselling sessions
* Ensure that you complete CPD each year in line with the requirement of your professional body and that CPD undertaken is based on a personal development plan you have discussed with your supervisor
* Attend all mandatory TLC: Talk, Listen, Change seminars each year and complete any other compulsory training.
* Ensure client completion of feedback/outcomes measurement questionnaires, in line with TLC: Talk, Listen, Change requirements, working to build this feedback actively into the client work so that it informs the counselling.
* Complete and keep up to date all relevant client case notes; wherever possible writing these immediately after seeing clients using TLC’s secure electronic case management system.
* Ensure that all client notes for which you are responsible are held securely, written in a way that is succinct and factual, kept in a way that maintains client confidentiality.
* Ensure that TLC’s risk management and safeguarding procedure is followed and that concerns and actions are recorded accurately, following TLC’s risk and safeguarding policies and updated when necessary
* Remain up to date with all TLC: Talk, Listen, Change policies and updates in respect of counselling provision, especially relating to child and adult safeguarding and Equality, Diversity and Inclusion.
* Ensure regular checking of and responses to emails and other communications, and appropriate management of diaries and schedules within TLC: Talk, Listen, Change
* Ensure all aspects of practice are conducted with full regard for Equality, Diversity and Inclusion.

**Person Specification**

Job Title: Domestic Abuse Counsellor – Female (Nottinghamshire)

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| Attributes | Essential | Desirable |
| Education, Training and Knowledge | Professional qualification in Counselling (Level 4 or above)  Knowledge/training in relation to domestic abuse and its impact on individuals and families  Knowledge and understanding of a range of counselling and emotional wellbeing modalities (e.g. person centred, CBT, creative, solution-focussed, trauma informed)  Knowledge and understanding of the barriers that are faced by people accessing counselling  Knowledge of Safeguarding Legislation and local guidance and practice  High level of IT literacy | Completion of CPD focussing on inclusion, equality and diversity |
| Relevant experience | Experience of working with vulnerable adults who have been affected by domestic abuse  Experience in evaluating and managing risk and dealing with safeguarding issues  Experience of using outcome measurement tools – eg. SWEMWBS | Experience of working within a domestic abuse service |
| Skills and abilities | Good organisational skills  Ability to prioritise own workload  Excellent verbal and nonverbal communication skills  Self-motivated and self-disciplined |  |
| Personal attributes and other factors | Passionate advocate for widening access to therapeutic services  Fully committed to inclusivity and equity  Creative and solution-focussed approach to problem-solving  Ability to work flexibly  Committed to continual profession development  Ability to travel independently to venues across Nottinghamshire |  |