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Post:	Psychotherapist/Counsellor (Haven)		
Last Version Date:	N/A		
Version No:	1	Version Effective Date:	

Position: Volunteer Psychotherapist/Counsellor

Hours: To be negotiated

Salary: Volunteer Post

Reports to: Project Manager

Base: Marvell House

This is a fixed term post, funded until 5th May 2019, funded by Big Lottery


Summary of Purpose

The Haven Project provides a 'holistic' therapeutic service predominantly but not exclusively to female refugees and asylum seeker individuals and families.

The purpose of the post is to provide a therapeutic service for refugees and asylum seekers living in Kingston upon Hull and the surrounding area, who have survived persecution and exile, including those who have experienced torture. The responsibilities of this post include maintaining a close partnership with ARKH (Asylum Seekers and Refugees of Kingston upon Hull) and with the Northern Refugee Centre (NRC).

Main Duties/Responsibilities

- To carry a caseload of individual short and long term therapy clients.
- To carry out Assessments. Working systemically with the family where appropriate.
- To work with interpreters in the delivery of the service.
- To liaise with the Internal Supervisor concerning the clinical management of the service.
- To liaise with other professionals involved in client care and attend meetings where necessary with external agencies.
- To maintain therapeutic records using the Haven database and filing system.
- To ensure that the therapeutic work is monitored and evaluated according to the evaluation tools currently in use by the Haven.
- To ensure, in collaboration with the Haven team, that records are maintained to meet the requirements of funders.
- To contribute to the group and family therapeutic service as agreed with the Internal Supervisor.
- To contribute to training both internally and externally.

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- To ensure that practice standards are consistent with the policies of the Goodwin Development Trust.
- To adhere to your professional body's code of ethics.
- To maintain your professional development through appropriate training and learning.
- To write reports when required.

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The volunteer must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.


It is GDT's policy that all staff, volunteers and trustees must undergo a Criminal Record Bureau (CRB) check prior to recruitment and every 3 years thereafter.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the post holder can carry out their duties safely.


Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.

Person Specification

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Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role)		Essential (E) or Desirable (D)
T1	A formal accredited training in Psychotherapy or Counselling. (UKCP, BCP, BACP, BPS registered) Diploma level or equivalent.	E
T2	Two years supervised clinical experience post qualification including 100 hours of client contact.	E
T3	Experience of personal therapy and willingness to undertake further ongoing therapy if appropriate	E
T4	Experience of managing a clinical caseload, awareness of the importance of time management, professional correspondence and confidentiality.	E
T5	Experience of completion of a professional clinical assessment of the emotional state of a refugee.	E
T6	Experience of providing a service to appropriate clinical standards in an alternative setting, such as the client's home, a school, or other agency.	E
T7	A commitment to Goodwin's Equal Opportunities Policy.	E
T8	An understanding of the limits of your capability and the knowledge of when to refer.	E
T9	A willingness to develop and maintain appropriate clinical and administrative skills appropriate to the level of your appointment	E
T10	The ability to work supportively and co-operatively with other Haven staff.	E
T11	Ability to work within Haven and Goodwin's Confidentiality Policies, Equal Opportunity Policy and record keeping procedures.	E
T12	Ability to work within the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.	E
T13	Ability to work with other professionals and with refugee communities	E
T14	Qualification in Counselling Supervision or equivalent	D
T15	Experience of working with interpreters in a counselling setting.	D
T16	Experience of working with asylum seekers and refugees who have been traumatised, especially those who have been tortured and/or experienced sexual violence.	D
T17	The confidence to represent Haven and Goodwin at external meetings.	D
T18	An understanding of the problems of delivering a professional counselling service to clients from other cultures.	D
Core Competencies		Level
C1	Planning & Organisation	4
C2	Problem Solving & Decision Making	3
C3	Reliability	4

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C4	Change Orientation	3
C5	Report Writing	3
C6	Influencing, Persuasion and Negotiation Skills	3
C7	Communicating	4
C8	Customer & Client Service and Support	4
C9	Leadership & Management	2
C10	Team Work	2
C11	Creative and Strategic Thinking	2
C12	Financial Management	1
C13	Equality & Diversity	2
C14	Working Restoratively	1
C15	Health & Safety Knowledge & Experience	2


Mandatory Training Relevant to the Role (Training will be provided)

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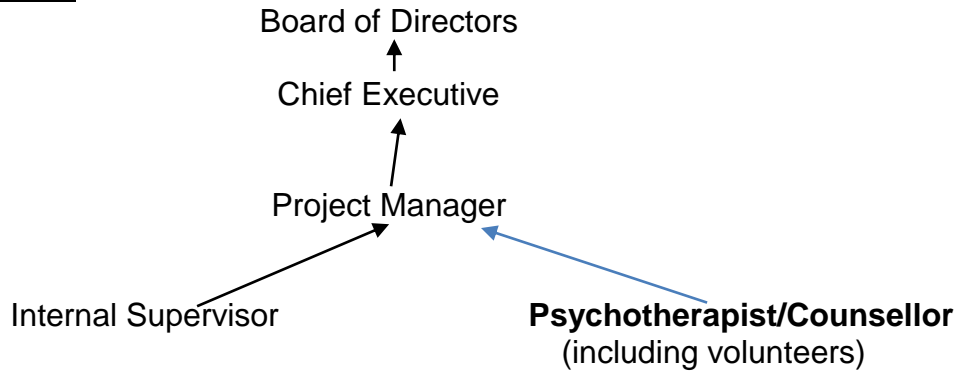


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Training	Essential	Desirable	N/A
Administration & Management of Medicines			X
Confidentiality & Data Protection	X		
Conflict Management (Managing Aggression & Violence)		X	
Customer Services Training		X	
Drugs & Alcohol Awareness			X
Emergency First Aid at Work			X
Equality & Diversity Awareness	X		
Fire Extinguisher Training			X
Fire Safety Awareness / Fire Marshal Training			X
First Aid at Work Appointed Person			X
Food Hygiene Awareness / Food Safety			X
Health & Safety Awareness		X	
Health & Safety COSHH			X
Health & Safety IOSH Directing Safely			X
Health & Safety IOSH Managing Safety			X
Induction to Care			X
Infection Control			X
Internal Verifier Trainer			X
ITQ Level 1 (IT Qualification)		X	
ITQ Level 2 (IT Qualification)		X	
Lone Working Procedures	X		
Manual Handling (Handling & Moving)	X		
Medication Awareness			X
Mental Capacity Act		X	
Mental Health First Aid		X	
Moving and Handling with Hoist			X
Moving People Safely			X
Paediatric First Aid (Early Years)			X
Performance Review Training		X	
Restorative Practice (Introduction & Effective Circles)	X		
Safeguarding Adults	X		
Safeguarding Children	X		
Train the Trainer			X

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Department Structure



Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.			
Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	