

VALLEY HOUSE

COUNSELLING SERVICE CO-ORDINATOR

JOB DESCRIPTION

Responsible to:	CEO
Responsible for:	All volunteer/placement counsellors
Conditions of Service:	20 hours 25 days annual leave per annum (pro-rata) Public holidays (pro-rata) Plus, Pension contribution to Valley House group personal pension scheme Fixed term for 12 months, with the potential for extension
Salary:	£12,300 (Full time equivalent £24,601)
Location:	Bell Green, Coventry

Main Purpose of Job:

- To lead and coordinate the Valley House Counselling Service, ensuring it provides a high quality, professional and successful service for Valley House service users
- To ensure effective relationships and placement opportunities for local universities

Key Tasks and Responsibilities:

- To develop the service by reviewing appropriate policies and procedures, ensuring the service meets the needs of service users, Valley House and relevant regulatory bodies
- To create and review on an ongoing basis all supporting documentation to ensure it is fit for purpose
- To act as the main contact with current and potential placement universities
- To lead on the recruitment and induction of volunteer/placement counsellors
- To provide line management support for volunteer/placement counsellors
- To create and deliver workshops for volunteer/placement counsellors
- To review all service user referrals for counselling
- To undertake all counselling assessments and allocate an appropriate counsellor
- To have overall responsibility for risk assessments and safeguarding
- To liaise with clinical supervisors on a regular basis
- To provide quarterly reports as required by Valley House

Corporate Responsibilities:

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform, and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS / EXPERIENCE
Level 5 Diploma, Foundation Degree or equivalent qualification in counselling or psychotherapy
Membership of a professional body, preferably BACP, UKPC or BCP
Experience of working in an organisational setting
Experience of recruiting and managing volunteers
Experience of effective partnership working with other organisations
KNOWLEDGE AND UNDERSTANDING
Knowledge of the range of issues faced by Valley House service users
Understanding and passion for the work of Valley House
SKILLS AND ABILITIES
Approachable manner with a high level of interpersonal skills and the ability to motivate and inspire others
Good case recording and monitoring skills with the ability to interpret data and produce reports
Good organisational, project management and IT skills
Excellent communication skills, both oral and written
Ability to carry out assessments with vulnerable service users who have a range of needs
Ability to maintain clear boundaries
Ability to work on own initiative