



Counsellor Job Description & Person Specification

Job Title	Counsellor
Objectives	To support JWA's counselling function by offering face-to-face and telephone counselling to domestic abuse and sexual violence survivors, facilitating evaluations and service statistics
Accountable to	Therapeutic Services Manager
Responsible for	No line management responsibilities
Working relationships	Volunteers, Board, all staff, other counselling professionals
Responsibilities	<ul style="list-style-type: none"> • To provide one-to-one face to face and telephone counselling to JWA clients who are survivors of domestic abuse and sexual violence. To actively listen and allow women to explore their own feelings, empower women and help them work through trauma and abuse • To hold ongoing reviews and evaluation for own clients • To work according to BACP and UKCP good practice guidelines and JWA's counselling policies • To participate in ongoing CPD • To ensure records and case files are maintained and stored in accordance with JWA policies • Be self-serving in relation to administration • Work flexibly as agreed within the team to meet the demands of the service - this may involve some occasional evening and weekend work • Maintain confidentiality in all matters relating to JWA • Carry out all duties in full adherence to all JWA policies and procedures • Carry out any other duties appropriate to the post as requested by the Director of Client Services or the Therapeutic Services Manager • Attend fortnightly staff meetings, monthly counselling team meeting, regular staff trainings • Regular supervision with Counselling Manager and clinical supervision

Person Specification	
Experience & Qualifications	
Criteria	Essential / Desirable
Qualified to diploma level or equivalent in counselling with BACP/UKCP accreditation or equivalent	E
Excellent and demonstrable experience and understanding of working with women affected by domestic/sexual violence and vulnerable client groups	E
Experience of providing a flexible, client-focused approach to counselling	E
Experience of using CORE	D
Knowledge and understanding of the Jewish community in Britain	E
Experience of record keeping and maintaining administrative systems	E
EMDR or other trauma therapy training	D

Skills, Knowledge & Abilities	
Criteria	Essential / Desirable
Ability to identify clients at risk and offer appropriate strategies of intervention	D
To counsel in a predominantly person-centred way	E
An empathic, sensitive, non-judgemental outlook and approach	E
Ability to communicate effectively, both verbally and in writing	E
Ability to work as part of a team	E
Commitment to ongoing CPD	E
Knowledge of child and vulnerable adult protection issues	E
Knowledge and understanding of confidentiality and data protection issues	D
Ability to communicate effectively both verbally and in writing	E
Fluent in Ivrit	D
Good IT skills (Microsoft office and databases)	E
Ability to keep accurate statistical and monitoring information	E
Ability to work on own initiative, with limited direction and to be self-servicing and maintain own administrative records	E
Good interpersonal skills and an ability to develop positive working relationships with a wide range of people and to work as part of a team	E
Ability to ensure that Equal Opportunities and Anti Discriminatory Practice is implemented in all aspects of the work	D