**MYMY JOB DESCRIPTION:**

**Post:** Counsellor

**Duration of contract:** Fixed Term until 31st March 2024

**Hours**: 21 Hours over 3 days (7 or 14 hours will be considered).

**Reporting to:** CEO and Lead Counsellor

**Salary:** £26,400 pro rata based on 35 hours per week.

**Leave:** 28 days pro rata plus 11 bank holidays (pro rata on hours and months worked)

**This post is funded by the Department of Health NI’s Mental Health Fund.**

**JOB PURPOSE**

The post holder will be required to provide professional one-to-one counselling to a range of individual clients using face-to-face, telephone and online methods. They will also be required to take client Referrals and undertake Assessment Interviews with potential clients who present to MYMY.

**Main Duties and Responsibilities of Post**

* To provide one to one counselling in a professional and ethical manner to individuals aged 16+ via face to face, telephone and online.
* To take referrals and complete assessment interviews with potential clients.
* To assess the appropriateness of referrals and signpost where necessary to alternative community/voluntary or statutory services.
* To identify risk and follow safeguarding policies and procedures as appropriate.
* To maintain confidential, professional, and appropriate records on CORE of all client information and notes in compliance with MYMY and BACP requirements.
* To attend clinical supervision sessions monthly in accordance with MYMY policy.
* To take personal responsibility for your continuing personal and professional development and maintenance of relevant professional accreditation.
* To prepare for and attend regular one-to-one meetings with your line manager.
* To attend counselling team and organisational team meetings.
* To attend training as required by MYMY.
* To assist with any monitoring and evaluation procedures to determine user satisfaction levels and service impacts laid down by MYMY and the MHF.
* To always maintain a professional attitude towards clients, staff, volunteers, and all those in contact with MYMY’s services
* To adhere to the ethos of MYMY’s Vision, Mission and Values
* Any other duties deemed reasonable by the MYMY’s Management Committee

**MYMY Person Specification:**

**Essential Criteria**

1. Level 5 Foundation Degree in Integrative Counselling (or equivalent) with at least one year's post qualification experience.
2. Have at least 3 years supervised counselling experience and be able to provide evidence of a minimum of 450 counselling hours, at least 300 hours must be post qualification.
3. To be working towards accreditation with a professional body and be able to show evidence of submission within 3 months of commencing post.
4. Have experience of working with a variety of mental health issues
5. Excellent communication skills
6. Excellent IT skills for Data Management.
7. Ability to work one evening per week.

**Desirable Criteria**

1. To be accredited with a professional body.
2. To be trained in Trauma Informed Practice.
3. Experience of working within a community/ voluntary context/setting.
4. Experience of working with CORE software.

**Notes**

1. This is a post which is governed by The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003. Before appointing anyone to this post, it is policy to ask for the relevant check to be carried out by Access NI
2. This post is funded by the NI Mental Health Fund and the post holder will assist with completing evaluations with the CEO and the Lead Counsellor as the Community Foundation will require from time to time.
3. The post holder is expected to be flexible to meet the requirements of the role.