



edinburgh rape crisis centre
supporting survivors of sexual violence

Counselling Support Worker

Job Description

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| Title: | Counselling Support Worker |
| Salary: | £28,125 pro-rata |
| Hours | 28 hours per week |
| Length of post: | This post is funded by the National Lottery Community Fund until 31 August 2020 |
| Location: | Edinburgh |
| Holiday entitlement: | 25 days annual leave; 10 days public holiday (pro-rata) |
| Pension Entitlement: | Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme |
| Responsible to: | Senior Support Worker and Counsellor |
| Supervision: | Internal and external supervision provided every 4-6 weeks |
| Training: | Standard training budget (£600 pro- rata) applies to this post. |

Job Summary

The post-holder will be responsible for delivering ERCC's specialist counselling and support services, including advocacy as required, to women and all members of the transgender community aged 16 and over who have experienced any form of sexual violence at any time in their lives, including, rape, sexual assault, child sexual abuse or commercial sexual exploitation. The post-holder will take an approach informed by an understanding of trauma, including complex trauma. The post-holder will be required to work across the different functions of the service including initial assessment, short and long term support and text/email support.

In particular the post-holder will deliver ERCC's dedicated outreach support service (the SIA project) for Black and Minority Ethnic (BME) women and trans people who have experienced sexual violence.

Main duties include

Delivery of the SIA project, a dedicated outreach support service for BME women, non-binary and trans survivors of sexual violence

1. Lead on the delivery of the SIA project, including partnership work with local BME services, service delivery at a range of outreach venues, and service evaluation.
2. Provide regular face- to face counselling support sessions, including advocacy as required, to survivors of sexual violence.
3. Conduct initial assessments working with survivors to identify their needs, goals and outcomes from support and assess the suitability of ERCC to their needs.
4. Provide support through other communication methods e.g. email/phone/text.

Delivery of ERCC's core Edinburgh support and counselling service for women, non-binary and trans survivors of sexual violence

5. Provide regular face- to-face counselling support sessions, including advocacy as required, to survivors of sexual violence.
6. Conduct initial assessments working with survivors to identify their needs, goals and outcomes from support and assess the suitability of ERCC to their needs.
7. Provide outreach and home visits as required.
8. Co-facilitate group work.
9. Provide support through other communication methods e.g. email/phone/text.

Development work

10. Develop services on an ongoing basis to ensure responsiveness to survivors' needs, working effectively and accountably with colleagues
11. Lead on tasks relating to the development of the SIA project and ERCC's Edinburgh support service as agreed with Line Manager.

Sustaining and supporting volunteering

12. Offer regular meetings and debriefing sessions as required to designated volunteers during their induction period
13. Provide shadowing opportunities for volunteers during day-to-day administrative, development and teamwork tasks.
14. Contribute to volunteer training and development sessions

Working with others

15. Establish and maintain effective working relationships with staff from other agencies, including the police, to ensure holistic needs of survivors are met.
16. Represent ERCC at external meetings
17. Work effectively with the ERCC paid and volunteer worker team.
18. Attend internal and external meetings as required.

Working effectively and safely

19. Attend internal training and practice development sessions.
20. Adhere to all relevant legislation and organisational policies including child and adult protection procedures, health and safety and lone working.
21. Work in accordance with ERCC's policy on equality and diversity.

Recording and reporting

22. Keep accurate records of support provided.
23. Contribute data to allow ERCC to monitor and evaluate its services- including use of the OASIS data management system.

This job description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks or cease any of the tasks given above.

Person Specification

| Criteria | Essential | Desirable |
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| Supporting survivors | Experience and skills in providing individual support. | Experience of providing individual support for survivors of sexual violence. |
| | Experience and skills in delivering culturally-sensitive support to BME service users. | Experience and skills in facilitating group support. |
| | Relevant qualification in Counselling, Community Education, Social Work or other related field, or working towards this. | Experience of service development and/or taking the lead on specific pieces of work. |
| | Experience of delivering emotional/psychological support work involving mental health and/or trauma. | Knowledge of the criminal justice system, including reporting to the police and the legal system. |
| | Experience of working to a trauma-informed approach with service users. | Training and experience in delivering trauma-focussed interventions. |
| | Experience of delivering outreach support. | Ability to communicate in Hindi/ Urdu/ Punjabi/ Polish. |
| Understanding of the issues related to sexual violence | Able to explain a feminist analysis of gender inequality and sexual violence. | |
| | Understanding of the gendered dynamics and broad ranging impacts of rape and sexual abuse. | |
| | Knowledge and understanding of the barriers to accessing support that may be experienced by BME survivors of sexual violence. | Knowledge and understanding of sexual violence related to Forced Marriage, Honour-Based Violence, Trafficking for sexual exploitation and Female Genital Mutilation. |
| | Knowledge and understanding of cultural and religious beliefs and how these may impact on BME survivors in relation to disclosing and seeking support for experiences of sexual violence. | Knowledge and understanding of the contexts of sexual violence experienced by asylum seekers and refugees. |

| Criteria | Essential | Desirable |
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| Working with volunteers | | Experience of training and/or supporting volunteers |
| Partnership working | Experience of multi-agency working with a broad range of services/partners. | |
| Equalities | Clear commitment to equalities and diversity and anti-discriminatory practice. | |
| Managing yourself | A resilient approach and clear strategies for managing self at work. | |
| Recording and reporting | Experience of recording and reporting in relation to support work practice and delivery. | |
| Keeping yourself and others safe | Understanding of the importance of adhering to legislation, policy and procedures in support work. | Understanding of relevant legislation (vulnerable adults, child protection, sexual offences, adults with incapacity). |
| Working with IT and systems | Competent Microsoft user (Outlook, Excel, Powerpoint and Word). | Familiarity with using online case management/outcomes recording systems (e.g. OASIS, I-ROC, Better Futures etc) |