



Counsellor Job Description

Duties and Responsibilities:

To offer counselling, support and information primarily to children and young people, with a view to supporting the parents/carers, family and teaching staff around them.

1. To provide counselling, group work, information and advice to individuals and families.
2. To undertake one to one counselling and support, including internet counselling, telephone counselling, information and support.
3. To deliver therapeutic and psychosocial educational group work as directed by the line manager.
4. To liaise with other voluntary and statutory agencies, establishing links and employing good working practices with them.
5. To help develop aspects of the service where there is an agreed highlighted “gap” in service provision.
6. To prepare reports necessary for the post, or as requested by management.
7. To collect information, and complete relevant paperwork, to assist in the presentation of statistics.
8. To commit to undertake both internal and external training, as agreed by management.
9. To provide the counselling and support service within the school setting and within the wider community. You may also be required to undertake duty cover at base offices and outreach locations as necessary for the work of DAPL.
10. To provide a service which may include working unsociable hours: evenings and occasional weekends.
11. To attend regular line management, external practice supervision, and participate in the supervision of volunteers where appropriate.
12. To undertake such other duties consistent with the post, designation and grade as may be allocated by management.