



edinburgh rape crisis centre  
supporting survivors of sexual violence

## **Counselling Support Worker (28 hours per week)**

### **Job Description**

<b>Title:</b>	<b>Counselling Support Worker</b>
<b>Salary:</b>	£28,406 (pro rata)
<b>Hours</b>	28 hours per week
<b>Length of post:</b>	This post is funded by the Scottish Government for a period of 12 months. ERCC is committed to seeking further funding to continue the post beyond this time.
<b>Location:</b>	Edinburgh
<b>Holiday entitlement:</b>	25 days annual leave; 10 days public holiday (pro-rata)
<b>Pension Entitlement:</b>	Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme
<b>Responsible to:</b>	Senior Support Worker and Counsellor
<b>Supervision:</b>	Internal and external supervision provided every 4-6 weeks
<b>Training:</b>	Standard training budget (£600 pro-rata)

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### **Job Summary**

The post-holder will be responsible for delivering ERCC's specialist counselling and support services, including advocacy as required, to women, non-binary people and members of the trans 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.

## **Main duties include**

### *Delivery of support service / Working with survivors*

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

### *Sustaining and supporting volunteering*

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

### *Development work*

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

### *Working with others*

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

### *Working effectively and safely*

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

### *Recording and reporting*

18. Keep accurate records of support provided
19. 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
Supporting survivors	Experience and skills in providing individual support	Experience of providing individual support for survivors of sexual violence
	Relevant qualification in Counselling, Community Education, Social Work or other related field, or working towards this	Experience of delivering outreach support
	Experience of delivering emotional/psychological support work involving mental health and/or trauma	Experience and skills in facilitating group support
	Experience of working to a trauma-informed approach with service users	Knowledge of the criminal justice system, including reporting to the police and the legal system
		Training and experience in delivering trauma-focussed interventions
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	
Working with volunteers		Experience of training and/or supporting volunteers
		Experience of service development and/or taking the lead on specific pieces of work
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	

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
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)