Counselling Support Worker (Outreach):
East Lothian and Midlothian Sexual Abuse Services

Job Description

Title:	**Counselling Support Worker (Outreach)**
Salary:	£28,701 (pro rata)
Hours:	28 hours per week
Length of post:	These posts are funded until 31 March 2022 and we are committed to securing ongoing funding beyond this time
Location:	Edinburgh (base) with travel to East Lothian and/or Midlothian
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 Counselling Support Worker
Supervision:	Internal supervision provided every 4-6 weeks. External practice support (supervision) provided at a frequency agreed with your line manager
Training:	Standard training and wellbeing budget (£900 pa) applies

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 trans community aged 16 and over in East Lothian and/or Midlothian 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. **The post-holder must be able to travel to various locations in East Lothian and/or Midlothian.**

Main duties include

Delivery of support service / Working with survivors

1. Provide regular face- to face counselling support sessions, including advocacy as required, to survivors of sexual violence in the East Lothian and/or Midlothian area.
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. 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 and ELSAS/MSAS at external meetings
13. Meet regularly with ELSAS/MSAS co-workers to jointly plan work
14. Work effectively with the ERCC paid and volunteer worker team.
15. Attend internal and external meetings as required.

Working effectively and safely

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

Recording and reporting

19. Keep accurate records of support provided.
20. 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.	Training and experience in delivering trauma-focussed interventions.
		Knowledge of the criminal justice system, including reporting to the police and the legal system.
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.	
Managing yourself	A resilient approach and clear strategies for managing self at work.	

Criteria	Essential	Desirable
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 and Word).	Familiarity with using online case management/outcomes recording systems (e.g. OASIS, I-ROC, Better Futures etc).