

## JOB DESCRIPTION

<b>Job Title:</b>	Women's Counsellor (Associate)
<b>Contracted Hours of Work</b>	To be negotiated
<b>Salary:</b>	£25 hourly rate

**Job purpose** The purpose of this post is to provide a trauma informed counselling service for women who have experienced domestic abuse.

**Reporting to** Team Senior

### Key activities

Working with minimum supervision, perform the key activities listed below to an enhanced level.

1. Provide a range of direct counselling services for women who have experienced domestic abuse. This includes undertaking initial assessment appointments, carrying out 1-1 counselling sessions with women, reviewing the service provided and handling and storing confidential client information in line with FWA confidentiality policy.
2. Assist with the monitoring and review of Fife Women's Aid counselling services by carrying out monitoring, evaluation and review activities to provide statistical data and case studies as required.
3. Perform administrative tasks in a timely way to ensure the smooth running of the service.
4. Participate in line management support and supervision in accordance with FWA Supervision policy.
5. Arrange and engage in counselling supervision sessions at levels in accordance with the standards set out in COSCA/British Association of Counselling and Psychotherapy guidelines.
6. Liaise with Fife Women's Aid employees to ensure effective delivery of the service.

7. Contribute to maintaining and developing a positive, supportive and integrated service for all service users of Fife Women's Aid and maintaining good public relations out with the organisation.
8. Work within the policies, standards and procedures required by Fife Women's Aid, legislation, BACP/COSCA and funders. Maintain up to date information on legislation and good practice relevant to domestic abuse and counselling services.
9. Take a proactive role in promoting equality and anti-discriminatory practice throughout all aspects of the work.
10. Comply with relevant health and safety legislation and good practice as set out in Fife Women's Aid Health and Safety policies and guidance.
11. Perform other duties as reasonably required by the CEO, Operation Lead and Team Seniors.

## PERSON SPECIFICATION

Qualifications, training and relevant experience	Essential	Desirable
Qualified to Counselling Diploma level or above	E	
Evidence of ongoing professional development	E	
Accredited or working towards BACP/COSCA accreditation		D
Current membership of BACP or COSCA		D
At least 2 years experience working in an environment requiring similar knowledge and skills		D
Competencies	Essential	Desirable
Good knowledge of issues around domestic abuse		D
Good understanding of trauma-informed practice	E	
Excellent counselling skills and the ability to reflect effectively	E	
Good organisational & IT skills and ability to manage resources	E	
Skills in utilising a range of counselling models or frameworks	E	
Personal qualities	Essential	Desirable
Demonstrate a positive, person-focused and team-working approach to work	E	
Reflective and self-aware	E	
Special requirements	Essential	Desirable
Days and hours of work will be negotiated according to service and client needs		
Full driving license and access to own transport (with business insurance) or otherwise able to travel throughout Fife		
Membership of PVG Scheme		

Note: this job profile is intended as an outline of the responsibilities and qualities required for the post, and does not form part of terms and conditions of employment.

### Organisational culture

Fife Women's Aid is committed to providing a high standard of service to its service users and other stakeholders. The postholder must practice from a trauma informed approach as well as subscribe to the feminist analysis of domestic abuse, and share a commitment to achieving the aims and objectives of Fife Women's Aid.

These posts are open to women only (Equality Act 2010 Work Occupational Requirement Exception, Schedule 9 Paragraph 1). Fife Women's Aid welcomes applications from women from all sectors of the community