

Job Description

Job Title:	Women Counsellor (Associate)
Contracted Hours of Work	Hours to be negotiated

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.

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

Person Specification

Qualifications, training and relevant experience	Essential	Desirable
Qualified to Counselling Diploma level or above	X	
Recognised Counselling qualification for working with children & young people		X
Evidence of ongoing professional development	X	
Accredited or working towards BACP/COSCA accreditation		X
Current membership of BACP or COSCA		X
At least 2 years' experience working in an environment requiring similar knowledge and skills	X	
Competencies		
Good knowledge of issues around domestic abuse	X	
Excellent counselling skills and the ability to reflect effectively	X	
Excellent communication skills	X	
Good organisational & IT skills and ability to manage resources.	X	
Able to work within FWA policies and procedures	X	
Good staff management, ability to prioritise, delegate and facilitate work within teams	X	
Skills in utilising a range of counselling models or frameworks	X	
Personal qualities		
Committed, sensitive, effective, co-operative	X	
Demonstrate a positive, person-focused and team-working approach to work	X	
Reflective with a good sense of self awareness	X	
Special requirements		
Days and hours of work will be negotiated according to service and client needs	X	
Full driving licence and access to own transport (with business insurance) or otherwise able to travel throughout Fife.	X	
Membership of PVG Scheme	X	

Organisational culture

Fife Women's Aid is committed to bringing an end to violence against women, and providing a high standard of service to its clients and other stakeholders. The post holder 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 shared objectives of Fife Women's Aid.

Fife Women's Aid strives to be an equal opportunities employer and positively welcomes applications from women from all sections of the community. Under Schedule 9 of the Equality Act 2010 only women are eligible to apply.

Fife Women's Aid is a Registered Scottish Charity SC011689

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