



**Role:** 16+ Counsellor

**Contract:** Full-time / Part-time. Fixed-term. The post will be subject to a 9 month probationary period.

**Remuneration:** £28,080 pro rata. 3% pension contribution.

**Holiday Entitlement:** 33 days inclusive of 8 public holidays, rising to 35 days after 2 years of employment

**Reporting:** The Service & Training Manager

**Place of work:** Working a blended approach of remotely from home and office based once Covid-19 restrictions change. We currently have office accommodation in Bathgate but will be relocating to Livingston in the next 6 months.

**Job Scope:**

This post involves delivering a counselling service across West Lothian. The service is a bespoke service for young people 11-24 and will cater to the client needs. The post holder will also be expected to maintain supporting systems for the counselling service, including confidential record keeping, recording and producing statistical information, and evaluating the counselling within an outcome based framework

It is anticipated the post holder will primarily concentrate on delivering counselling to young people age 16-24.

**Main Job Activities:**

1. To offer a specialised counselling service to young people who have experienced mental health issues;
2. To use a variety of approaches to adapt to the client which may include, play therapy, music therapy, art therapy and small world to name but a few;
3. To build relationships with statutory and non-statutory organisations, promoting the service to ensure appropriate referrals;
4. To assess individual need and manage waiting lists, where applicable, in consultation with line manager;
5. To maintain confidential records about the counselling service (including client notes, statistical information);
6. To play an active part in the evaluation of the service through identification of service outcomes and developing and implementing recording and evaluation tools;
7. To keep a working knowledge of developments in services for young people within West Lothian;
8. To develop funding / fundraising opportunities and co-ordinate with the treasurer on all aspects of funding applications and funding raised
9. To operate within child protection guidelines and GIRFEC principles;
10. Attend regular supervision sessions with our external supervisor in line with BACP guidelines.

## **Responsibilities of S.M.I.L.E Counselling Staff**

- Manage and prioritise workload and ensure that deadlines are met.
- Work flexibly and cooperatively with members of S.M.I.L.E Counselling towards aims and objectives agreed by the organisation.
- Maintain positive and constructive working relationships with all colleagues
- Undertake relevant professional development activities and training as agreed with line manager.
- Undertake other duties relevant to the post and on occasion other wider duties pertinent to S.M.I.L.E Counselling strategic objectives.
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection and GDPR guidelines.
- Adhere to all internal and external S.M.I.L.E Counselling policies, procedures, systems and guidelines, and contribute constructively, as required, to their ongoing development.
- You must have your own practitioner insurance and be registered with BACP / COSCA
- You must have access to a car and a full drivers licence
- If necessary, from time to time, work outside normal working hours for which time off in lieu (TOIL) will be given.
- Secure premises, as necessary.
- Have regard for your own personal health and safety and that of those around you.

**Essential:**

- BACP, COSCA or equivalent accreditation and 2 years' experience of young person counselling;
- Being organised and able to multi task to tight deadlines;
- Knowledge of, or experience of work, in the areas of children and young people, safeguarding and child protection;
- Comfortable working with statistical data, computers and software packages and able to produce monitoring and evaluation reports

**Desirable:**

- Comfortable with social media;
- Creative, inspirational, positive, attitude and
- Ability to embrace and drive through change

S.M.I.L.E Counselling is a leading children and young person's counselling charity currently based at Unit 2 Waverley Industrial Estate, Bathgate. Staff are currently working remotely from home and our services are being delivered via Zoom Pro video and phone counselling. We also have Schools Counsellors and a core of Counsellors delivering necessary face-to-face sessions in our offices.

S.M.I.L.E Counselling has a proud but short history. Since 2015 our CYP counselling services have provided high quality professional counselling support for children and young people who are struggling with issues in their lives. We welcome everyone through our door and are always non-judgemental. We are a small sized charity expanding quickly, a mixture of our funding coming from our training delivery and contracts, Trusts and Foundations.

As well as delivering individual CYP counselling, we are proud of our recent expansion into the training arena in which we deliver a variety of counselling and mental wellbeing programmes including COSCA Counselling Skills, ASIST, SMHFA and our customised training (M.W.A.H).

**Our Vision** is to build a brighter future for all the children and young people of West Lothian and Scotland by offering mental health support when they need it most.

**Our Aim** is to provide, develop, and co-ordinate a confidential accessible counselling and training service for all those in West Lothian and throughout Scotland.

**Our Values: Always compassionate and caring**

- Connecting and empathetic with people
- Starting from each person's needs and respecting them
- Non-judgemental
- Respecting and supporting people's choices, decisions, and aspirations
- Keeping people as safe as possible
- Respecting confidentiality and boundaries
- Striving to be accessible, inclusive and empowering

**Application notes**

Please send your CV and a covering letter showing fit with essential requirements for the role to [info@smilecounselling.org.uk](mailto:info@smilecounselling.org.uk) marking your email subject 16+ Counsellor Opportunity. We will then reply to suitable candidates with an application form to be completed.

**Closing date:** 21<sup>st</sup> April 2021