



Volunteering Role Profile

Job Title	Volunteer or trainee volunteer counsellor: Dialogue School counselling
Reporting to	Lead Counsellor in the school/Service Manager
Service Area	Therapeutic Services
Location	Various, based in schools

YMCA Dialogue:

YMCA Dialogue is a BACP Accredited service, providing counselling services in schools since 1994. Dialogue has built an excellent reputation with schools, professionals and commissioners and the service has developed and expanded over the years, now operating across Brighton & Hove, East and West Sussex and Surrey.

Responsibilities/ Role Purpose:

The role of Volunteer or Trainee Volunteer Counsellor is to provide a high standard of clinical counselling provision to children and young people within a school or community setting.

As a BACP Accredited Service, we require all our counsellors to abide by the BACP Ethical Framework for the Counselling Professions. All counsellors are expected to be a member of the BACP (or student member if training), or other appropriate professional body (e.g. UKCP)

To see 3 clients a week in their designated school setting (that is, 3 clients a week as allocated by the Dialogue Lead counsellor).

To work within all YMCA DLG policies and procedures at all times and to abide by the Code of Conduct.

To follow YMCA Dialogue Safeguarding Procedures:

- In a school placement, to know who the School’s Designated Safeguarding Officer/s is and how to contact them when a safeguarding concern arises
- to discuss safeguarding concerns with a TS manager and to take safeguarding concerns to clinical supervision.
- To continually risk assess with clients throughout their counselling

To attend regular fortnightly clinical supervision with a Dialogue designated supervisor. To not take any YMCA client work to another supervisor.

To complete all mandatory trainings **within the first six months** of volunteering. Safeguarding Children e-learning Level 1 & 2 **must** be completed before seeing clients. Attendance on the Safeguarding Policy into Practice workshop within 3 months of starting.

To always read the assessment before meeting a client for the first time.
To keep suitable case records according to Dialogue policy and using the designated Dialogue systems, comply with legal and other requirements, ensuring that all project case records and files are maintained and securely held.

To carry out administrative tasks associated with the counselling service; including monitoring and evaluation tools.



To bring any concerns to the Dialogue School Counsellor, or School Project Manager or Therapeutic Service Manager.

To be IT competent and only use YMCA secure email account for Dialogue related emails.

Person Specification

Knowledge, Job Related Skills, Qualifications & Experience:

Experience
Working with children and/or young people in a counselling or non-counselling setting
Working creatively in sessions, as well as 'talking therapies' e.g. play, art, sand tray or a willingness to work in this way
Working independently as well as in a team
Experience of being in counselling yourself
Skills & Abilities
Excellent interpersonal attitude; verbal communication and written skills
IT competent and confident
To be open and reflective in clinical supervision
Qualifications & Training
Counselling or Psychotherapy qualification, minimum Level 4 and, if a trainee, in the second year of training
BACP Membership; Student, Registered or Accredited. Or other professional body e.g. UKCP
Evidence of continuing professional development
Knowledge
A demonstrable understanding of Safeguarding Children
A sound understanding of child development theory
A sound understanding of Attachment theory
An understanding of equal opportunities as it applies to the context of this post
Knowledge of local statutory and voluntary agencies
General
A commitment to the Aims and Purposes of YMCA DLG.

Commitment and Expectations:

In school/college placements do not take holiday during term time.

To attend as many team meetings and CPD events as possible.

To agree to a minimum time commitment of one full academic year in a School or College placement.

To give a minimum of 3 months' notice when wishing to leave the Service and to abide by the policy when leaving as set down in the Dialogue Guidelines.

To understand that if your conduct or practice has not met the required standards as set out by our guidelines, policies or the BACP Ethical Framework, you may be asked to leave your placement. In such circumstances we will aim to discuss this with you and offer a meeting as well as your usual exit interview. We may also need to inform the BACP and/or your training provider.