



## **Tayside Council on Alcohol**

### **Job Description and Person Specification**

Post:	Sessional Children & Young People Counsellor (school based)
Salary:	£14.04 per hour
Reference No:	29/22
Terms:	10 hours per week sessional
Responsible to:	Locality Manager Dundee
Place of Work:	Your base of work will be the TCA Dundee office and you will cover Morgan Academy and cluster primary schools. You may be required to travel throughout Tayside to our other premises if required. Expenses would be reimbursed in line with our policies.

#### **Purpose/Introduction**

**Are you an ambitious, creative and influential practitioner who is passionate about supporting Young People to bring about positive change in their lives?**

The primary purpose of this post is to deliver counselling within a school environment, assist with the promotion and effective provision of TCA's counselling services and to support young people with emotional and wellbeing concerns. In addition, the post holder will ensure that the services are accessible and welcoming to everyone who comes into contact with the agency.

## Job Description

### Key responsibilities:

- Undertake one to one counselling sessions with young people who are experiencing wellbeing and emotional issues.
- To provide an accessible, flexible creative service to young people in school. Also, in addition to school based contact, offer the service out with school hours and during school holidays.
- To be competent in delivering counselling using alternative platforms, meeting the needs of the young person.
- Liaise with the school clusters and the named person within the school.
- Have knowledge of GIRFEC and SHANARRI principals and alternative services for children.
- Complete required outcomes and reports within the timeframes agreed.
- Engage in appropriate supervision.
- Work effectively with existing TCA staff including other specialist counsellors to provide an efficient and effective response to clients.
- Liaise with other relevant services and agencies as required.
- Attend partnership and multi-agency meetings as required.
- Adhere to, and utilise procedures and paperwork for case management within the service.
- Assist with the planning, monitoring and evaluation of the service.
- Work within TCA, BACP/COSCA ethical and operational guidelines and work as a member of the TCA team and contribute to the development of the agency.
- Carry out any other duties that the Line Manager or TCA may reasonably request.

### General requirements:

- Promote and safeguard the welfare of young people you are responsible for or come into contact with through practice.
- Maintain an up-to-date working knowledge of legislation, statutory frameworks and codes of practice, Education Scotland, and local Child Protection Procedures; also attending schools training and adhering to their Child Protection policies.
- Ensure compliance with statutory requirements and local protocols including GDPR and confidentiality policies, organisational policies, and Health and Safety at Work requirements.

- Work within a flexible framework in order to meet the demands of the counselling service outside of usual office hours and travel as required.
- Carry out duties in line with organisational policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Participate in individual and group supervision and relevant team meetings.

***NB: Everyone is expected to adhere to Diversity & Equality and Health and Safety Policies.***

## **Person Specification**

Qualifications:

- Post Graduate diploma in Pluralistic Counselling
- Professional registration with BACP/COSCA
- Evidence of continuing personal development
- Join the Protection of Vulnerable Groups (PVG) Scheme, Disclosure Scotland

Experience and knowledge:

- Experience of working with young people/children.
- Experience of team working.
- Experience of inter-agency working.
- Good communication skills both verbal and written.
- Will be able to evidence an ability to use formal assessment tools.
- Flexible creative approach to counselling.
- Experience of contributing to assessments and reviews.
- Ability to engage with a wide range of individuals and organisations.
- A willingness to undertake further training relevant to the post.
- Ability to challenge discrimination.
- Experience of being able to encourage, develop and motivate others.
- Willing to work out with normal working hours.

## Skills:

- Will demonstrate an ability to identify key needs and translate these into a plan.
- Ability to liaise, negotiate and work with other agencies.
- Knowledge of the needs and issues of young people/children.
- Ability to work on own initiative.
- Ability to be confident, enthusiastic, tolerant, flexible and creative.
- Full current driving licence and access to a car.
- Commitment to creating constructive and empowering partnerships with individuals.
- Possess excellent verbal and written communication skills.
- Good IT skills and knowledge of Microsoft's Office package.