



Placement Young Person Counsellor – Role Description

- Role Title:** Young Person Placement Counsellor
- Hours:** Typically 2 to 3 clients per week between 12pm to 8pm week days, Monday – Thursday.
Must have after school availability due to this being the time our clients want our service.
- Salary:** Unpaid - this is a voluntary role.
- Reporting to:** Counselling Team Leader
- Location:** Visyon’s Congleton / Crewe base

Please note that this Role Description is for the role of placement young person counsellor and is not intended to form part of any contract of employment.

Visyon purpose:

Visyon supports the emotional health and well-being of children, young people and their families through the provision of a range of services, including one-to-one counselling, group work, mentoring and family support work.

Visyon values:

Visyon is welcoming.
Visyon builds meaningful relationships.
Visyon values the lived voice.
Visyon acts with integrity.

Summary of the role:

In co-ordination with the Therapy Services Manager or Counselling Team Leader, the post holder will work as part of the Visyon Therapeutic team. Providing therapeutic services to young people, using time bound, outcome focused therapeutic interventions.

Visyon places a high value on governance, accountability and working creatively. We often work with complex clients, meaning risk management and safeguarding are essential parts of our work.

Working with Visyon requires flexibility, strong communication, organisational skills and working effectively with young people and others who support them. The ability to support and manage client risk and know when referrals should be made onto other agencies is essential within this role.

As a placement counsellor you will provide one to one therapy at the one of the Visyon centres. During this time you will receive comprehensive training with specific focus on working with children and young people, safeguarding and risk management.

This role is subject to a three-month probationary period.

Key Responsibilities

1. To provide therapeutic interventions for young people on a one-to-one basis.
2. To ensure all data is recorded using the Visyon database with emphasis on good record-keeping and prompt follow-up action, in accordance with the referral protocol.
3. To record outcomes and impact of interventions and engage with young people in recording their experiences in order to evidence our impact.
4. Undertake a wide range of casework, including managing the caseload and ongoing assessment, in accordance with clinical supervision and Visyon management supervision.
5. With support, manage client risk and refer onto other agencies when appropriate.
6. To take responsibility for reporting all safeguarding concerns in accordance to the safeguarding policy
7. To undertake one to one line management supervision and 1.5 hours of clinical supervision per month in line with BACP requirements.
8. To signpost young people to other relevant services as appropriate
9. To participate in Visyon's training programmes and attend all mandatory training.
10. To ensure all appropriate client records are maintained to the required standard within Visyon procedures.

11. To be accountable for own practice, professional actions and professional boundaries.
12. To observe the provision of and adhere to all Visyon's policies and procedures.
13. To be familiar with and follow health and safety policy and procedures and be aware of individual responsibilities under legislation, drawing any areas of potential risk to the attention of managers.
14. To work in accordance to the BACP or BABCP ethical framework.
15. If you want to resign from your position as volunteer counsellor to give a minimum of 6 weeks notice so you can end ethically with your clients.

Working Relationships

It is essential for the volunteer counsellor to work and communicate productively as a member of the Visyon team. With the support the emphasis will be on defining mutually agreed professional objectives with clear accountabilities for their achievement and regular progress reviews. Emphasis will be on concise and up to date record keeping and to ensure clear focus on essential elements of the service and to identify progress and critical issues.

Other Information

1. This volunteer role requires a DBS check.
2. Two references will be provided. It is suggested that the course tutor (if applicable) and counselling supervisor be asked.
3. Volunteers must be aware that personal items brought onto Visyon premises are their own responsibility and Visyon cannot accept any responsibility for their loss or damage.

Volunteer Counsellors Statement

Visyon has always welcomed volunteers. They bring enthusiasm and an extra dimension to the work we do. We work to ensure that volunteers feel a valued part of the organisation and provide the training and support necessary for them to be effective. Volunteers should feel that there is a balance between what they give to the organisation and what they gain in skills and experience.

Support and Management

As a Volunteer you will be supported and managed by a member of the therapeutic team, who will specify the tasks to be carried out. You will receive regular supervision meetings and 6-monthly reviews. The review will be carried out to ensure that the volunteer is happy in their role and has received all the training specific to the role.

Confidentiality and Child Protection

Volunteer counsellors are required to adhere to the Visyon Statement on Confidentiality and Child Protection and Safeguarding Policy and Procedure. All volunteer counsellors are covered while working with Visyon, by the organisation's Professional Indemnity insurance policy. However, if a volunteer is asked to use their vehicle to carry out their task, they must ensure that their own car insurance will cover them in this capacity. Please provide proof of this as soon as possible.

Personal Safety

The organisation will always seek to ensure that no volunteer is placed in a situation that may not be safe. This includes being on their own in the building whilst seeing clients.

Person Specification

Education	Essential	Desirable	Assessment
Currently studying on a minimum of a Professional /Advanced Diploma in Counselling (at a recognised training institution).	✓		A/I
BACP student member	✓		A
Formal training in other therapeutic models		✓	A

Experience	Essential	Desirable	Assessment
Demonstrably supervised counselling/ therapy experience.		✓	A/I
Experience of working with young people aged 11-18	✓		A/I
Experience of working with clinical risk		✓	A/I
Experience of using an integrative approach		✓	I
Experience of working with children and young people's feedback systems that empower them to influence their treatment and recovery		✓	I
Experience of working with other professional agencies		✓	I
Computer literacy including use of MS office and Database systems		✓	A
Experience of working with a charity		✓	I
Experience of working effectively in a team and with volunteers		✓	I

Knowledge, Skills and Understanding	Essential	Desirable	Assessment
Passion to work with young people	✓		
Demonstrable understanding of mental health issues in the context of the needs and behaviours of children and young people	✓		A/I

Knowledge, Skills and Understanding	Essential	Desirable	Assessment
Passion to work with young people	✓		
Understanding of Safeguarding and child protection	✓		A/I
Communicates in a clear manner both written and orally	✓		A/T
Able to devise an appropriate therapeutic case plan for each client		✓	A/T
Awareness of different activities on offer for young people		✓	I
Demonstrable understanding and working within clear professional and ethical boundaries	✓		A/I
A demonstrable understanding of and commitment to equal opportunities and diversity, and the ability to work in a non-judgmental and non-discriminatory way.	✓		A/I
Demonstrable ability to work to timescales.		✓	A/I

Assessment key: A= Application, I= Interview, T= Test/Task