

Making a difference to the lives of those affected by rape and sexual abuse

Position:	Clinical and Assessor Lead for Face to Face Counselling
Hours:	Part-time – variable hours, some evening work will be required 10 hours per week
Salary:	£11,960
Location:	Guildford
Accountable to:	Chief Executive Officer
DBS check:	Yes
Closing on:	31st July 2019 12pm

This is an exciting opportunity to shape the future direction and delivery of our FREE counselling service

We are currently recruiting for a Clinical and Assessor Lead for our face to face Counselling Service.

RASASC is a registered charity which has been providing support to male and female survivors of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide one-to-one counselling, group support, a national Telephone Helpline, Independent Sexual Violence Advisor (ISVA) service, and peer- to -peer 'confidence' groups.

Volunteers are an important and vital part of the work we do and our qualified counsellors work on a voluntary basis with survivors of rape and sexual abuse.

This role is based in Guildford with flexibility to work from home for the Clinical lead aspect of this role.

You will be responsible for our face to face counselling service. This will include:

- engagement with all counsellors, ensuring appropriate support and supervision arrangements are in place.
- overseeing the assessment process with our Counselling Co-ordination Administrator
- organise and manage existing counselling assessors
- organise and manage assessment sessions for clients
- providing supervision for assessors.

Key function

- Support the assessors at counselling assessment sessions.
- Ability to carry out counselling assessments.
- Carry out assessors group supervision, for 1½ hour duration, following each assessment session.

- Ensure assessors written assessments are completed and returned to Counselling Co-ordination Administrator for appropriate action.
- Support fragile clients on our waiting list that may need extra support.
- Bring innovation by identifying and implementing improvements to the delivery of the counselling service.
- Manage the recruitment and retention of counsellors and assessors.
- Liaise with the Counselling Co-ordination Administrator and Guildford Custodians
- Carry out a six-month review of new counsellors.
- Carry out an annual review of Counselling Supervisors and custodians.
- Meet with Counselling supervisors (every six weeks) to discuss counselling service, improvements and issues, seeking resolutions. Work with the supervisors to ensure that counsellors adhere to safe ethical boundaries and best practice.
- Attendance at meetings and networking where relevant and useful to the role.

Reporting Line:

- This post holder reports directly to the Chief Executive Officer.

Skills and Experience - Essential:

- Minimum qualification of Diploma in Counselling
- Proven experience of providing Supervision
- Adherence to the BACP Code of Ethics and Practice
- Knowledge of rape and sexual abuse issues and the impact of trauma
- Excellent organisational skills with proven ability to prioritise workload
- Understanding of safeguarding protocols and procedures

Skills and Experience – Desirable:

- Good working knowledge and experience of face to face counselling and counsellor supervision
- Assessment experience in a similar setting
- Excellent communications skills, written and verbal
- Proven Leadership and engagement skills
- Extensive knowledge of rape and sexual abuse issues and impact
- Excellent relationship and interpersonal skills and the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner and ability to accurately maintain records
- IT literate, including Microsoft Office; excel and email.

In return, we can offer you 25 days' annual leave (pro rata), eight public holidays (pro rata), contributory pension scheme and six free trauma related workshops a year.

For more information:

If you are interested in joining our team or if you have any questions about the role please do give us a call as we would love to hear from you – contact Liz Joyce on 01483 568000 or email admin@rasasc-guildford.org for more details.

How to Apply:

Please complete an application form and send to Liz Joyce at admin@rasasc-guildford.org or PO Box 1009 Guildford GU1 9EE.

Closing date for applications is: 31st July 2019 at 12pm

Please note we do not accept CVs.



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