



JOB DESCRIPTION

Job Title:	Ascent Domestic Violence Counsellor (Female*)
Reporting to:	Project Lead
Hours:	3 days (1 day = 7.5 hours)
Location:	Satellite working in London Boroughs of Wandsworth, Richmond and Kingston
Qualifications:	Qualified counsellor, accreditation with BACP or UKCP desirable
Contract:	Permanent subject to performance and continuous funding.

** The Section 7(2) (e) of the Sex Discrimination Act 1975 applies to this post.*

1. MAIN PURPOSE

To establish, develop and provide a culturally appropriate counselling service to women experiencing domestic violence and abuse that will enable them to be active participants in their healing process and support them towards sustainable recovery.

To establish good working partnerships and promote the service to local communities through outreach and joint working with VAWG (Violence Against Women and Girls) consortium, other key agencies and professionals. Depending on the need in the borough this may involve setting up satellite's to deliver 1:1 counselling and group sessions.

To raise awareness on gender-based violence experienced by women to health and social care professionals and community members, including advertising and giving presentations to promote the service.

To uphold and integrate into your practice EACH's commitment to equality, inclusivity, and anti-discriminatory practice. In particular engage women from black, minority ethnic, refugee and other marginalised communities in therapeutic processes with cultural sensitivity.

2. MAIN TASKS AND RESPONSIBILITIES

i. Clinical and Service Delivery

- Carry out assessments for women referred to the service affected by domestic violence and abuse, trauma and related mental health problems due to experiences of gender-based violence.
- Devise appropriate care plans based upon assessment specifying the level and nature of support by the counsellor.
- Provide an appropriate short or longer-term counselling to meet their individual needs, employing a range of appropriate therapeutic interventions and techniques such as Person Centred and CBT.
- Develop and provide group-work to meet identified needs of the client group, e.g. stress management, relaxation techniques, coping skills, self-care and safety planning.
- Respond to Safeguarding concerns (Children and Adults at Risk) as per EACH's policies and procedures and local Safeguarding Protocols.
- Contribute to care co-ordination where necessary via information sharing with professionals or agencies involved and in line with agreed multi-agency protocols.



ii. *Liaison and Development*

- Develop and maintain good working relationships and clear lines of communication with other key agencies, health and social care professionals, VAWG consortium members and involved with clients where appropriate.
- Undertake effective liaison and joint working with key agencies, professionals and community and statutory organisations so that appropriate referral pathways are developed to support women.
- Set up and maintain satellite provision to ensure that the service is offered in safe and appropriate settings such as GP surgeries, health centres, women's groups.

iii. *Administration, Monitoring and Evaluation*

- Maintain records and information for the purpose of internal and external monitoring and evaluation, including records of client contact and outreaches undertaken.
- Provide information, reports and statistics in line with the service and EACH's requirements, including to the manager, other professionals and to funders.
- Carry out relevant administration requirements of the post.
- Provide monthly and quarterly monitoring reports indicating service delivery in allocated borough and attend monthly team and supervision team meetings

3. ORGANISATIONAL RESPONSIBILITIES

- Participate fully with the agreed support structures for the post, including managerial supervision, case management, training events and appraisal and contribute positively to team meetings and planning and review days.
- Maintain safe working practices and work within statutory responsibilities and within EACH's policies procedures and professional guidelines e.g. Equal Opportunities, Risk Management, Child Protection, Code of Ethics, Health & Safety.
- Share information with professionals/agencies within the boundaries of the Data Protection Act, EACH's confidentiality policy and any applicable information sharing protocols within the borough.
- Work within and adhere to professional guidelines, such as BACP/ UKCP. Maintain up to date knowledge of relevant legislation and clinical practice guidelines.
- Work at all times with respect and sensitivity to the needs of volunteers and service users; ensuring they are listened to and that action required is consistently delivered.
- Undertake all duties in line with the objectives of the post and any other duties consistent with the responsibilities of this post.
- Where appropriate, staff may be asked to work at EACH's projects in the different centres. Staff may also be required to work hours additional to contracted hours, for which time off in lieu will be given.

JOB DESCRIPTION REVIEW

From time to time, this job description will be reviewed in line with the requirements of the project and other developments in the area of working with women experiencing domestic violence and abuse.