



## **Volunteer Counsellor Role Profile And Agreement**

**Title: Volunteer Counsellor**  
**Hours: Minimum 5 hours per week**  
**Reports to: Project Lead**

At EACH we encourage and support people who are keen to volunteer and make a personal contribution to the organisation and the community. We welcome volunteers from amongst our service users, ex-service users and anyone who is interested in counselling or a career in social care and working with members from diverse communities.

Working alongside staff across our centres, you can gain valuable work experience, learn new skills, increase your knowledge and also contribute in a number of ways to the organisation's vision and mission.

**EACH expects volunteers to commit to volunteering for a minimum of 5 hours a week, and a duration of 6 months.**

You will be expected to attend on-going training and support meetings as well as:

- Agree to a DBS (Disclosure Barring Service) check
- Agree to work according to EACH's Policies and Procedures
- Agree to work in locations and satellites as required by the specific projects' needs.
- Establish a good relationship of trust and respect with clients
- Refer clients to other sources of help within the borough of operation, as appropriate to clients' needs
- Attend supervision and training courses, including; Safeguarding Adults and Children, Health and Safety, Equalities and Code of Conduct
- Working to agreed targets in relation to client contact
- Undertake group facilitation as well as individual counselling sessions
- Keep client records up-to-date, including client database records within timescales
- Provide administrative support and reception cover when required
- Ensure that the project lead is kept updated with regards to your availability and reasonable notice when you are unable to attend
- Provide one month's notice should you wish to end your voluntary role with EACH, to ensure EACH has sufficient time to reallocate your client(s) to another counsellor



## Skills and Experience

- Trainee counsellors wishing to undertake clinical placements with EACH must have completed the first year of their counselling diploma.
- Have experience of 80-90 supervised counselling hours.
- For domestic violence projects, due to the challenging nature of this work, candidates are required to have 100+ supervised hours.
- A commitment to complete EACH's core training programme.
- Willingness to carry out the tasks set out in the role description
- Good listening skills with the ability to communicate with a wide range of people.
- Respect for confidentiality and a non-judgmental approach.

## Languages Required:

Candidates to have the skills to speak one or more of the following community languages: Hindi, Urdu, Punjabi, Somali, Farsi, Arabic, Tamil.

## Boroughs where we operate our clinical services:

Richmond, Wandsworth, Kingston, Brent, Ealing, Harrow, Hillingdon, Hounslow.

**Deadline for Application : 28<sup>th</sup> January 2019 at 5pm**

**Assessment Date: 4<sup>th</sup> February 2019**

**All shortlisted candidates will be expected to give a 5 minute presentation. The presentation topic will be emailed to shortlisted candidates separately.**

## Training

- EACH will provide an organisational induction to all our volunteers, to include policies, procedures and client data management. We will also provide training and workshops which volunteers are invited to attend.
- Monthly clinical group supervision is provided free of charge.

## Expenses

Please note, EACH does not pay expenses such as travel costs for volunteer counsellors.

***If you have read the above Volunteer Counsellor Role Profile and agree to abide by the requirements of the organisation, please sign below;***

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_