



Volunteer Counsellor - Role Profile and Agreement

Title: Volunteer Counsellor
Hours: Minimum 4 hours per week
Salary: Unpaid placement
Reports to: Project Lead

At EACH, we have a fantastic group of volunteer counsellors, therapists and trainees from diverse backgrounds who provide a key and important part of our support to people experiencing issues related to substance misuse, mental health, and women and girls affected by sexual, domestic violence, and abuse.

We are always looking for more volunteers who want to make a difference whilst developing their clinical learning in a structured placement; especially those who are under-represented – men, members of the Somali, Tamil, and Caribbean communities.

At EACH, we in particular want to encourage and support people who have had 'lived experience' of some of the issues we work with, and are representative of our local communities. We are keen to hear from volunteers interested in developing their skills and experience in the addictions field and to contribute to our substance misuse programmes.

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 provides specialist services for people from Black and Minority Ethnic backgrounds and has clients from all backgrounds; as part of your placement, you will be encouraged and supported to provide counselling that is culturally sensitive and aligned to our principles of equity.

What can you expect from us?

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 will be invited to attend.

Flexibility – we offer evening placements, with an opportunity for weekends being developed.

Clinical supervision – provided monthly and as part of a group, held in the evenings.

Management - Ongoing support by an allocated team leader or counsellor.



What do we expect from you?

EACH expects volunteers to commit to volunteering for a minimum of 4 hours a week and for a duration of at least 6 months. You also must be willing to support clients with diverse issues.

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

- Submit to a DBS (Disclosure Barring Service) check.
- Agree to work according to EACH's Policies and Procedures.
- Establish a relationship of trust and respect with clients.
- Refer clients to other sources of help, as appropriate.
- Attend supervision and training courses, including; Safeguarding Adults and Children, Health and Safety, Equalities and Code of Conduct.
- Attend volunteer counsellors development and support meetings, which could be evenings or weekends.
- Working to agreed targets in relation to client contact.
- Undertake group as well as individual counselling sessions when necessary.
- Keep client records up-to-date, including client database records.
- Provide admin/reception cover when required.
- Get involved in other activities of the organisation, e.g. presentations and raising awareness on how counselling can help.
- Ensure that the Project Lead is kept updated with regards to your availability, and provide 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 transfer your client(s) to another counsellor.

Skills and experience

- Qualified counsellors or therapists to have some relevant experience of supporting clients experiencing substance misuse, mental health or trauma.
- Trainee counsellors wishing to undertake clinical placements with EACH must have completed the first year of their counselling diploma.
- For all domestic violence projects volunteer counsellors are required to have 100+ hours counselling experience due to the challenging nature of work with this client group.

We look for the following skills and qualities:

- A commitment to complete training relevant to your role.
- 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.
- Understanding of needs of different client groups.
- A community language is desirable – primarily, Hindi, Gujarati, Punjabi, Tamil, Somali, Urdu, Farsi, Romanian, Polish.

Expenses

Please note, EACH does not pay expenses for volunteer counsellors as monthly clinical supervision is provided free of charge.

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: _____