



Thank you for your interest in volunteering with EACH Counselling and Support. This pack includes information about EACH, the role of Volunteer Counsellors and what you can expect from EACH, and what we expect from our volunteers.

If you are interested please fill in an application form, and an Equal Opportunities Monitoring form and send these to [info@eachcounselling.org.uk](mailto:info@eachcounselling.org.uk)

### **Background to EACH and who we work with:**

EACH has been helping people affected by drugs and alcohol, mental health issues and violence and abuse sustain positive change, remain safe and lead meaningful lives since 1991. A large percentage of our clients are victims of domestic or sexual violence or have substance misuse issues.

We are a medium sized charity led by a Board of Trustees who provide their skills and expertise in a voluntary capacity. Volunteers play an important role in our organisation contributing their time and skills in a range of activities.

EACH is funded from a number of sources: Clinical Commissioning groups, Local Authorities, Youth Offending Service, London Councils, Foundations and Grants.

We are registered with British Association for Counselling and Psychotherapy (BACP) and accredited by Investors in People for our work and investment in staff's continuous learning and development which enables the delivery of quality services.

You can find more information on our website [www.eachcounselling.org.uk](http://www.eachcounselling.org.uk).

### **Boroughs where we operate our clinical services:**

You will be placed within our clinical services which operate in the following boroughs: Brent, Ealing, Harrow, Hillingdon, Hounslow, Richmond, Wandsworth, Kingston. While we will do our best to accommodate your preferences, we will be led by the needs of the service. Our head office is in Hanwell, and our Brent Office is based in Harlesden. In all boroughs of operation we are based in satellites. These could be GP clinics, Children centres, community centres and more.

### **Languages Desired:**

As we deliver our services within the community, candidates with language and cultural understanding are encouraged to apply. Languages that are most needed include: Hindi, Urdu, Gujarati, Punjabi, Somali, Farsi, Arabic, Tamil.

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

**Hours: Minimum of four hours per week – this could include evening sessions.  
Commitment of six months or more.**

### **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. We welcome applications from qualified and accredited counsellors who wish to give back to the community.

Working alongside staff across our own centres and satellites, 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.

### **Role Description**

**EACH expects volunteers to commit to volunteering for a minimum of four hours per week and a commitment of six 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.
- Registered as a student member with BACP or BPS.
- Agree to work in locations and satellites as required by the organisations' 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 monthly group clinical supervision.
- Attend 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 two months' 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.
- As part of working for EACH, volunteers are expected to have a team approach to ensure clients receive the best service possible.

### **Skills and Experience required**

- Trainee counsellors wishing to undertake clinical placements with EACH must have completed the first year of their counselling diploma.
- Some of our services require 100+ supervised hours.
- We welcome applications from qualified and accredited counsellors who wish to give back to the community.
- All student counsellors must be registered as student members with BACP or BPS.
- Qualified counsellors or therapists to have some relevant experience of supporting



clients experiencing substance misuse, mental health, violence or trauma.

- A commitment to complete EACH's core training programme.
- A commitment to attending monthly clinical group supervision.
- Good listening skills with the ability to communicate with a wide range of people.
- Respect for confidentiality and a non-judgmental approach.

Please note: Applicants who are invited to interview are required to provide original evidence of their counselling qualifications.

**Deadline for Applications: One week before the following dates (below)**

**Assessment Dates for 2020: 26<sup>th</sup> February 2020**

**4<sup>th</sup> March 2020**

**20<sup>th</sup> May 2020**

**15<sup>th</sup> July 2020**

**18<sup>th</sup> November 2020**

### **What you can expect**

You can expect to receive opportunities to counsel within EACH's three strands of Substance Misuse, Domestic Violence and Mental Health.

### **Training**

- EACH will provide an organisational induction to all our volunteers, to include policies, procedures and client data management.
- Training and workshops will be made available, core trainings are free and others offered at reduced cost.
- Monthly clinical group supervision is provided free of charge and is mandatory.

### **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:** \_\_\_\_\_