
Volunteer Counsellor

Job Description

Responsible to:	Counselling Supervisor & Counselling Coordinator
Responsible for:	The position has no line management responsibility
Hours of Work:	3 counselling/psychotherapy sessions per week
Work Location:	YMCA St Paul's Group

Organisation Context

YMCA St Paul's Group (SPG) emerged from the coming together of four separate Associations over an 18-month period. The group is largest YMCA in Europe and one of the largest providers of supported housing in London and beyond providing a safe place to stay for over 1,200 residents each night. As well as accommodation, education and training, the Association is focused on the transformation of communities through its 6+ Health and Wellbeing Centres, including an outdoor swimming pool and a wide range of Children, Youth and Family programmes including nurseries, after school clubs and soft play centres. Through the merger and accompanying new investment we expect the range, reach and impact of our services to grow so that we can better realise our vision. The vision of the Association is of 'Places where young people thrive and communities flourish'. Its mission is to be 'an inclusive Christian Association transforming communities so that all young people can belong, contribute and thrive'.

Job Purpose

The Volunteer Counsellor will provide counselling to both housing residents and Community clients. Clients are aged normally aged 18+. Ensure the systems and processes of counselling operate within the Release Counselling model, the BACP Ethical Framework and within the aims and ethos of the YMCA St Paul's Group.

Duties and Responsibilities

1. To provide 3 counselling/psychotherapy sessions for housing and community clients on a weekly basis. This may be face to face, or remotely via Zoom or telephone.
2. To ensure all administrative tasks are completed in line with the Volunteer Counsellor Handbook
3. To keep accurate and up-to-date records as required, including data collection in accordance to GDPR and monitoring evaluation systems.
4. To maintain own professional training and ensure own support and CPD needs are met, and to attend at least 3 out of the 4 CPD trainings Release offers throughout the year.
5. To attend 2 hour supervision twice a month
6. To be a student member of BACP and on a training recognised by the BACP
7. Ensure working within YMCA St Paul's Group policies and procedures

Clinical Responsibilities

1. To abide by the BACP Ethical Framework for Good Practice in Counselling & Psychotherapy/UKCP Code of Ethics and to maintain the highest professional standards at all times.
2. To provide high quality counselling/psychotherapy to clients from a wide range of backgrounds presenting a broad spectrum of problems and difficulties and appropriate to their individual needs.
3. To be flexible with regards to the number of session offered, working within the YMCA St Paul's Group model.
4. To prepare for and participate in twice monthly supervision provided by Counselling Supervisors.
5. To prepare for and fully participate in the 3,6 month and annual review process
6. To observe and maintain safe practice and to bring any concerns to supervision, and agree in supervision appropriate steps to take where risk of harm to self or others, to children or vulnerable adults, is identified.
7. To be alert to risk and safeguarding concerns and to follow procedures pertaining to these areas in line with St Paul's Group YMCA procedures.
8. To signpost clients to other services as appropriate. To ensure referrals to other agencies/ letters for additional support are passed to the Head of Counselling in a timely manner.

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9. To maintain client confidentiality in accordance with BACP/UKCP standards and in accordance with legal requirements.
10. To be undertaking a clinical training with a reputable training organisation, working towards to BACP/UKCP accreditation/registration or equivalent.
11. To keep up-to-date with relevant issues in the counselling and psychotherapy field.
12. To maintain and contribute to effective communication in the Counselling Service and within the Release team, and with YMCA St Paul's Group staff and external bodies as appropriate.
13. Practice within own competence and monitor one's own fitness to practice. Recognise and when personal issues might affect clinical effectiveness and to inform the Counselling Supervisor and/or Head of Counselling and take appropriate measures including seeking appropriate support and guidance.
14. To ensure and maintain weekly personal psychotherapy or counselling with a qualified and BACP/UKCP accredited/registered counsellor/psychotherapist throughout placement.

Volunteer Counsellor Person Specification

Essential	Desirable
2 nd year or above on a diploma level (or higher) counselling or psychotherapy training	A good understanding of the impact of homelessness/housing related issues
Able to commit to 3 hours of clients work and fortnightly supervision for at least a year	
To offer sessions face to face, and remotely either via Zoom/Teams or telephone	
Excellent administration skills, and a commitment to undertake all administrative tasks related to the role in a timely and professional manner	A good understanding of mental health issues
Excellent time keeping	Experience of working within a multi-disciplinary environment
Able to work autonomously and as part of a team	Voluntary or paid experience of working within a similar housing/community environment
To ensure that Release counselling and supervision commitments are prioritised and to arrive in good time to prepare yourself.	

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A willingness to proactively engage with and embed the BACP Ethical Framework in your clinical practice	
To read, be familiar with and work within the Release and YMCA St Paul's Group policies and procedures	
A willingness to respect the values and philosophies of those with faith and those with no faith	

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