

## **The Norwich Centre Counselling Service for HMP/YOI Norwich**

### Counsellor Job Description

**Responsible to:** The Centre Director

**Purpose:** To provide a professional counselling service to clients of the Norwich Centre Counselling Service for HMP/YOI Norwich.

**Hours:** Nine sessions (13.5 hours per week). Please note the weekly allowance for hours covers nine one hour sessions with clients, or equivalent exploratory sessions, plus administrative and supervision/management requirements. The hours will be worked over a minimum of two and a maximum of three days per week. The current contract runs to 3<sup>rd</sup> August 2010.

**Salary:** £18,691 pro rata plus an allowance towards the cost of supervision (equal to 26 sessions @ £35 per session over one year)

**Annual leave:** You will be entitled 6 weeks pro rata paid leave per annum. In addition your entitlement will include a pro rata allowance for public holidays.

### **Principle Responsibilities:**

To work therapeutically with individual clients allocated to their case load.

To carry out exploratory sessions with clients seeking counselling with the Norwich Centre Counselling Service for HMP/YOI Norwich in order to assess suitability for counselling and factors relevant to the allocation of clients to counsellors.

To manage their own case load effectively

To liaise with administrative staff, volunteer counsellors and the Centre Director of the Norwich Centre in respect of the client work for HMP/YOI Norwich

To liaise with key personnel at HMP/YOI Norwich

To assist in publicising the service within HMP/YOI Norwich

To work within the Ethical Framework of the British Association for Counselling and Psychotherapy (BACP).

To participate in regular peer supervision group meetings with other members of the HMP/YOI Norwich counselling team.

To respect the context within which they work and to be aware of and comply with the policies and procedures of the Norwich Centre and of HMP/YOI Norwich.

To maintain confidentiality and not to discuss or disclose information relating to clients or the Norwich Centre except within the supervisory or line management relationship.

To maintain accurate and up to date client and administrative records as required taking into account current Data Protection legislation as necessary.

To attend regular supervision in accordance with BACP guidelines.

To participate in an annual appraisal process with the Centre Director.

To undertake training and other activities in support of their continuing professional and personal development and to keep abreast of relevant legislation.

### **Qualifications and experience:**

#### **Essential**

Professionally qualified person-centred counsellor/psychotherapist (minimum NQF level 5 i.e. HND or Foundation Degree)

Minimum two years post-qualification experience

Minimum 300 client hours

BACP Accreditation as a counsellor/psychotherapist, or within six months of achieving the criteria for applying. Please note, if you do not have BACP Accreditation, it is a requirement of this role to apply for and obtain BACP Accreditation as soon as possible.

Ability to communicate effectively and maintain good relationships with colleagues within HMP/YOI Norwich

Experience of working in a team

Awareness of the nature of prejudice and oppression

Awareness of issues of difference and equality

Ability to recognise the need for personal and professional support

Competence in generic professional skills, including: literacy, numeracy, information technology, administrative skills, self management skills, communication and interpersonal skills

#### **Desirable**

Experience of working in the prison environment

Experience of working within a large organisation (not necessarily in a counselling role)

Experience of working with volunteers

The criteria are subject to reasonable adjustment to enable disabled candidates to fulfil the requirements of the job.

**Additional Requirements:**

**Recruitment of Ex-offenders**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Norwich Centre complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

If successful at interview the position will be subject to an Enhanced Criminal Records Bureau Disclosure and in addition you will be required to complete an H M Prison Service Security Questionnaire and a Vetting Questionnaire. Whilst a criminal record is not necessarily a bar to obtaining a post, the offer of employment will be subject to the H M Prison security checks being satisfactory.

**Application process**

Further details and an application form can be downloaded from our website at [www.norwichcentre.org](http://www.norwichcentre.org) and posted to:

The Norwich Centre  
7 Earlham Road  
Norwich  
NR2 3RA

01603 617709

Please note CVs and letters of application will not be accepted and if submitted will not be regarded as part of the application.

To discuss this post please phone 01603 617709 and ask for Caroline Kitcatt

Closing date for applications: Thursday 12<sup>th</sup> November 2009

Interview Dates: Thursday 26<sup>th</sup> November and Friday 27<sup>th</sup> November 2009