

# **SAHIL JOB DESCRIPTION COUNSELLOR**

## **Purpose of the post**

To provide counselling and support to service users of Sahil

## **Responsible to**

The Centre Manager

## **Duties and responsibilities of the post**

- To provide face to face counselling and telephone support to users of Sahil services
- To contribute to the development and provision of therapeutic and support groups for Asian women
- To provide information to service users regarding the appropriate statutory and voluntary support networks
- To provide information to service users regarding personal physical and mental health issues and supporting them in their decision to undergo any necessary tests or treatment
- To ensure that service users who may be experiencing health problems are encouraged to seek referral by their GP to the relevant health services where appropriate
- To provide counselling and support to third parties and other agencies if required
- To ensure that personal records of service users are maintained and appropriate information is provided to contribute to service monitoring
- To observe strict confidentiality at all times
- To actively promote the principles of equal opportunities and anti-oppressive practices
- To fully participate in ongoing supervision with the Centre Manager and undertake any appropriate training
- To undertake other tasks within the remit of the post as deemed reasonable by the Centre Manager

# SAHIL COUNSELLOR PERSON SPECIFICATION

## Essential requirements:

### Knowledge

- of community care legislation
- of child protection legislation
- of and commitment to women's issues, equal opportunities and anti-oppressive working practices

### Skills

- counselling skills
- excellent verbal and non-verbal communication skills
- numeracy and literacy skills

### Abilities

- able to work on own initiative and as part of a team

### Training/Qualifications

- Diploma in counselling or nationally recognised equivalent

### Experience

- of providing a range of counselling responses
- of maintaining personal records of service users

## Desirable requirements:

- of facilitating therapeutic groups
- of working with a range of agencies
- three years post qualifying experience
- able to make and maintain good personal contact
- able to work collaboratively
- able to empathise with staff and service users