ROLE DESCRIPTION

**ROLE:** Associate Adult Relationship Counsellor

**LOCATIONS:** Belfast, Derry, Dungannon and Portadown

**THERAPEUTIC SERVICE DELIVERY**

* To comprehensively assess the needs of clients
* Deliver face to face safe and confidential counselling sessions on a flexible basis meeting the needs of the clients.
* Attend monthly individual/group clinical supervision to support this service.
* Promote and manage effective communication with clients and related agencies whilst maintaining boundaries of confidentiality.
* To contribute to / work as a member of the therapeutic delivery Team.

**SERVICE QUALITY**

* Be familiar with and comply with Health and Safety procedures and policy. In the event of a serious risk, take immediate action to reduce this risk, informing safeguarding officer.
* Comply with legislative frameworks relevant to the work.
* Ensure adherence to the Ethical Framework for good practice in counselling.
* Achieve the highest standards of safeguarding for families, children, young people and vulnerable adults who come into contact with our services.
* Maintain and ensure storage of records in accordance with Relate NI’s professional and confidential procedures.
* Promote equal opportunities in all areas of work.
* Implement monitoring and evaluation systems and procedures to ascertain user/ stakeholder satisfaction and service impacts.

**PERSONAL DEVELOPMENT**

* To continue to participate in ongoing professional/ personal development opportunities.
* To attend a personal review and appraisal meeting.
* To keep abreast of new research, developments in practice and in the operating environment / social policy framework.

**REQUIREMENTS**

QUALIFICATONS

* Professional qualification in Counselling or Psychotherapy – CPCAB Level 4 Diploma or above
* Accreditation with a professional body recognised by Relate NI – or able to complete within 6 months

EXPERIENCE

* Counselling – minimum 200 hours within last 2 years
* Evidence of provision of clinical supervision on practice hours, min 1.5 hours per month
* An understanding of issues affecting relationships/relationship breakdown
* Evidence of ongoing professional development

SKILLS

* Listening and problem solving skills
* Ability to maintain strict confidentiality
* Ability to manage personal and time boundaries
* Excellent oral and written skills
* Ability to use ICT

AVAILABILITY

* Flexible working in terms of evenings, weekends and location
* Attendance at clinical supervision and clinical reflective group supervision
* Full valid driving licence and / or access to transport to enable you to fulfil work responsibilities

OTHER

* Professional Indemnity Insurance
* Enhanced Access NI (funded by Relate NI)