

Richmond AID Person Volunteer Role Description

Name of Role	Honorary Therapist role description
Responsible to	Richmond AID Counselling Manager
Role Description	To provide a professional and confidential counselling service, to promote emotional health and well-being, and to enable our clients to develop a resilience to help them cope with any difficulties they face.

Experience & Knowledge

Essential

- Qualified counsellor or psychotherapist, or in year 2 of a BACP/UKCP accredited Diploma or degree.
- BACP/UKCP membership
- Knowledge and understanding of BACP ethical framework
- Minimum of 100 hours of face to face, supervised clinical experience completed
- Experience of procedures relating to safeguarding working with vulnerable adults
- Experience and understanding of voluntary counselling agency
- Good understanding of risk assessment and management
- Ability to organise and prioritise a busy workload and own time
- Ability to maintain strictest confidentiality and integrity at all times
- Ability to adhere to working procedures and policies within the agency
- Administration proficiency
- Ability to build and maintain internal and external networks and relationships
- Ability to respond reflexively to the demands of the role
- Understanding of monitoring of quality standards in counselling and psychotherapy
- Attending personal therapy throughout placement while a trainee
- Reflective and empathic approach, in client work and supervision

Desirable

- Experience of working with disabled people or vulnerable client groups
- Understanding of the social model of disability

Skills & Abilities

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- Assertive, resilient and able to remain calm
- Task orientated and can-do approach
- Good time management and task prioritisation
- Able to work independently as well as part of a team
- Excellent communication skills both written and oral

Other requirements

Richmond AID will need to carry out an Enhanced DBS check which must be satisfactory for this role.

The role includes a commitment to ...

- Carry out 3-4 hours of client work per week for a minimum of 1 year.

- Provide a confidential counselling service for adult individuals Manage a caseload within BACP Ethical framework and in line with Richmond AID Policies.
- Keep case notes on each counselling session on Pragmatic Tracker, in accordance with the Data Protection Act, BACP guidelines and Richmond AID policies.
- Be alert and refer any safeguarding issues to your Richmond AID supervisor and Counselling Manager, as per Richmond AID and BACP policy guidelines.
- Attend team meetings and training as required
- Attend fortnightly counselling supervision with your Richmond AID supervisor, as per Richmond AID policy.
- Make referrals to outside agencies as required

Benefits or What we offer:

- Induction
- Contribution towards professional development
- Free fortnightly supervision in line with BACP guidelines
- Administration support
- Gaining a deeper understanding of working with vulnerable clients and clients with disabilities
- Appraisals and feedback for institutions
- Free training and CPD