

## *ROLE DESCRIPTION* *VOLUNTEER COUNSELLORS*

Whilst membership of MOSAC is open to all supporters of it's Aims and Objectives- Volunteering at MOSAC is open to Female Volunteers only (**Sex Discrimination Act 1975 (Part 2 (2) (E) )**)

### **BACKGROUND AND ROLE**

Mosac has been providing confidential client centred counselling for over 4 years.

The Counsellor will be responsible for providing professional and confidential counselling to clients of Mosac. Our clients are non abusing parents and carers of children who have been sexually abused some who may have been abused themselves.

- To develop and promote a positive relationship with the service user with whom the volunteer is matched.
- Have good listening and communication skills.
- Be non-judgmental in approach and trained in Person centred therapy.
- To manage appropriate professional boundaries in the relationship.
- To be consistent and dependable.
- Maintain confidentiality and other policies and procedures, in accordance to the project.
- Work in conjunction with the Clinical Services Coordinator to provide a quality service.
- Maintain records for monitoring, evaluation and tracking purposes plus service evaluation.
- Participating in regular support and supervision meetings
- Be part of any relevant staff team training days.
- To take responsibility for own professional training and development.
- To keep up to date with development in the field of counselling.

## PERSON SPECIFICATION

<i>ROLE: VOLUNTEER Counsellor</i>		
The requirements as stated below relate solely to the duties and responsibilities laid out in the Role Description. Applicants should provide evidence of their ability to meet the following criteria. <b>NB</b> The Application Form should cover <b>all</b> criteria, any of which may be pursued at the interview.		
	<b>Factor</b>	<i>Essential /Desirable</i>
	<b>Qualifications/ Training</b>	
1	To have completed at least 300 hours of TRAINING, it is important that you include <b>all</b> your counselling training starting with your induction courses.	<b>E</b>
2	To have a clear person centred model in theory and in practice.	<b>E</b>
	<b>Knowledge</b>	
3	Awareness of general issues facing this client group	<b>D</b>
	<b>SKILLS &amp; ABILITIES</b>	
4	Sound communication and listening skills.	<b>E</b>
5	Commitment to personal development	<b>E</b>
6	Commitment to supporting the needs of this client group	<b>E</b>
7	Ability to sensitively and appropriately relate to the client group	<b>E</b>
8	Ability to form positive, supportive therapeutic relationships with clients	<b>E</b>
9	Reliable, organized, consistent, dependable and have an ability to handle a level of stress	<b>E</b>
10	A caring, sympathetic, sensitive manner and a non judgmental approach	<b>E</b>
	<b>ATTITUDE/APPROACH</b>	
11	Willing to learn and to be open to feedback.	<b>E</b>
12	Positive outlook and enthusiastic	<b>E</b>
13	Ability to maintain confidentiality and abide by all other Mosac policies and procedures	<b>E</b>
	<b>EXPERIENCE</b>	
14	Experience of providing counselling.	<b>D</b>
15	Experience / understanding of working with sexual abuse.	<b>D</b>
16	Experience working with a range of people from different backgrounds and working with vulnerable people.	<b>D</b>
	<b>EQUAL OPPORTUNITIES</b>	
17	Commitment to incorporating equality and diversity principles into all aspects of work.	<b>E</b>
	<b>OTHER REQUIREMENTS</b>	
18	Adherence to professional code of ethics and good practice	<b>E</b>
19	Be willing to have enhanced CRB disclosure.	<b>E</b>
20	Be willing to keep accurate records, review the client work from time to time with the Coordinator and service user, undertake record sheets, monitoring and evaluation and participate in the evaluation of the service.	<b>E</b>
21	Actively take part in regular support and supervision	<b>E</b>
22	Willing to give weekly few hours (e.g. 4 hours) at a time.	<b>E</b>

23	Be 25 years or above	E
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