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**Child and Youth Counsellor**

**Job Description**

**Post:** Child and Youth Counsellor

**Location:** Belfast

**Responsible to:** Careteam Manager

**Hours:** 30 hours per week – Inclusive of evening and occasional weekends

**Benefits:** £22,245

28 days paid leave per annum plus statutory days (pro-rata)

**Duration:** Permanent

**PIPS Mission Statement**  
PIPS is a community-based charity that supports and promotes positive mental health for anyone who has been affected by suicide or self-harm

**PIPS Vision Statement**  
“Saving Lives and planting seeds of hope”

**Core Areas of PIPS work**

* Mental Health crisis intervention care services
* Mental health, suicide awareness and stress management training
* Events and fundraising activities

**Description of the Role**

The child and youth counsellor will be the first point of contact for children and young people aged 4-18 years old.

* They will comprehensively assess the needs of this client base.
* They will deliver face to face safe and confidential counselling sessions on a flexible basis meeting the needs of the clients.
* They will attend monthly individual/group clinical supervision to support this service.
* They will promote and manage effective communication with clients and related agencies whilst maintaining boundaries of confidentiality.
* They will contribute to/work as a member of the Careteam.

**Duties and Responsibilities:**

1. To assess the counselling suitability needs of young people, aged between 4 and 18, who have been referred to PIPS.
2. To select appropriate therapeutic intervention and make decisions regarding referrals.
3. Provide appropriate therapeutic intervention for the same, to include:

* *Short term one-to-one counselling (via face to face, telephone or webcam)*
* *Crisis intervention*
* *Co-facilitation of group work programmes for young people in conjunction with youth staff in a variety of settings*

1. To assess risk of harm to clients and take appropriate action.
2. To inform referrers, and other appropriate health care professionals involved, of outcome of assessments and service(s) for which the client is referred.
3. To administer CORE Outcome Measures.
4. To regularly attend clinical supervision in accordance with policy and procedures.
5. To work in line with current safeguarding requirements and policies, in accordance with current NI legislation.
6. To work in line with BACP good practice guidelines.
7. To assist in the development of a referral process for young people, to other appropriate support systems, within the voluntary, statutory and community sectors.
8. To liaise with other organisations in the voluntary, statutory and community sector, in the promotion of the service, and to ensure that the services we offer are targeting those most in need.
9. To participate in events, meetings, conferences and training, as required by the organisation or line manager.
10. To keep abreast and informed of new research, developments in practice, emerging programmes and changes in social policy, affecting children and young people.
11. Work flexible hours to meet the needs of the organisation, which will include evening, weekend and residential events.
12. Develop and maintain good working relationships with all adults responsible for the young people for whom PIPS provides a service.
13. Facilitate the creation of a relaxed and friendly environment which will maintain and enhance the quality care to each client and maximise their opportunities for choice.
14. Develop and maintain effective communication links with statutory, community and other voluntary organisations.
15. Be responsible for both personal and professional attitude and behaviour when interacting with fellow colleagues and service users.
16. Communicate effectively with other professionals who also provide services to young people.
17. Observe and carry out health and safety procedures in respect of oneself, colleagues and the public.
18. Participate in staff, team and project meetings on a regular basis.
19. Provide monthly progress reports on all activities undertaken.
20. To keep accurate statistics of all young people to whom PIPS provide a service.
21. To publicise and promote the aims and objectives of the organisation.
22. To adhere to all PIPS policies and procedures.
23. To work alongside management implementing and individual and group programme of care involving the clients social, emotional and physical welfare.
24. To evaluate the impact of all work undertaken and to contribute to the overall evaluation of the organisation.
25. 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.
26. Comply with legislative frameworks relevant to the work.
27. Ensure adherence to the Ethical Framework for good practice in counselling.
28. Achieve the highest standards of safeguarding for families, children, young people and vulnerable adults who come into contact with our services.
29. Maintain and ensure storage of records in accordance with PIPS’ professional and confidential procedures.
30. Promote equal opportunities in all areas of work.
31. Implement monitoring and evaluation systems and procedures to ascertain user/stakeholder satisfaction and service impacts.
32. To continue to participate in ongoing professional/personal development opportunities.
33. To attend a personal review and appraisal meeting.

**Other duties**

The duties and responsibilities of this job description are neither definitive nor restrictive and can be modified to meet the changing needs of the organisation. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are always expected to provide a caring service to treat those with whom they come in contact in a courteous and respectful manner.