

***Making a difference to the lives of those affected by rape and sexual abuse***

<b>Position:</b>	<b>Clinical and Assessor Lead for Face to Face Counselling</b>
<b>Hours:</b>	<b>Part-time</b> – variable hours 4 hours per week - Clinical lead 12 hours per month (two Friday evenings) – Assessor Lead
<b>Salary:</b>	£8,084
<b>Location:</b>	Guildford
<b>Accountable to:</b>	Chief Executive Officer
<b>DBS check:</b>	Yes
<b>Closing on:</b>	<b>17<sup>th</sup> May 2019</b>

We are currently recruiting for a Clinical and Assessor Lead for our face to face Counselling Service.

RASASC is a registered charity which has been providing support to male and female survivors of rape and sexual abuse (both recent and non-recent) and young people aged over 13, from across Surrey since 1992.

We provide one-to-one counselling, group support, a national Telephone Helpline, Independent Sexual Violence Advisor (ISVA) service, and peer- to -peer 'confidence' groups.

Volunteers are an important part of the work we do. Volunteers staff our Helpline and our qualified counsellors (BACP) work on a voluntary basis with survivors of rape and sexual abuse.

### **Clinical Lead**

This role is based in Guildford. You will be responsible for our face to face counselling service. This will include liaising with all counsellors, ensuring appropriate support and supervision arrangements are in place, overseeing the assessment process with our Counselling Co-ordination Administrator and managing the assessment evenings, twice a month which includes supporting assessors, undertaking assessments and providing supervision of assessors.

### **Key function**

- Support the assessors at assessment evenings.
- Carry out assessments of counselling clients.
- Carry out assessors group supervision, for 1½ hour duration, following each assessment evening.
- Ensure assessors written assessments are completed and returned to the Counselling Co-ordination Administrator for appropriate action.
- Manage the process of recruiting counsellors and assessors and carry out inductions and interviews.

- Liaise with the Counselling Coordination Administrator and Guildford Custodian
- Carry out a six-month review of new counsellors.
- Carry out an annual review of Counselling Supervisors and custodians.
- Meet with Counselling Supervisors (every six weeks) to discuss counselling service, improvements and issues, seeking resolutions. Work with the supervisors to ensure that counsellors adhere to safe ethical boundaries and best practice.
- Attendance at meetings and networking where relevant and useful to the role.
- Arrange six CPD workshops per year for the counsellors. Any spare spaces to be offered to ISVAs, Helpline Supervisors and Volunteers.

### **Reporting Line:**

- This post holder reports directly to the Chief Executive Officer.

### **Skills and Experience - Essential:**

#### **Qualifications:**

- BACP Accreditation or equivalent
- Minimum qualification of Diploma in Counselling
- Minimum qualification of Diploma in Supervision
- Good working knowledge and experience of face to face counselling and counsellor supervision
- Understanding of and adherence to the BACP Code of Ethics and Practice
- Assessment experience in a similar setting
- Supervision experience in a similar setting
- Excellent organisational skills with proven ability to prioritise workload
- Excellent communications skills, written and verbal
- Extensive knowledge of rape and sexual abuse issues and impact
- Excellent relationship and interpersonal skills and the ability to deal with a diverse range of people
- Understanding of safeguarding protocols and procedures
- Ability to deal with information in a confidential manner
- Case Management Skills – ability to accurately maintain records
- IT literate, including Microsoft Office; excel and email.

### **Skills and Experience – Desirable:**

- Experience of, and understanding of, Police or Criminal Justice System.

In return, we can offer you 25 days' annual leave (pro rata), eight public holidays (pro rata), contributory pension scheme and six free trauma related workshops a year.

### How to Apply:

If you are interested in joining our team or if you have any questions about the role, please do call Liz Joyce on 01483 568000 or email [admin@rasasc-guildford.org](mailto:admin@rasasc-guildford.org) for more details. We would love to hear from you.

Closing date for applications is: **Midday on 17<sup>th</sup> May 2019**

### How to Apply:

Please complete the attached application form to Liz Joyce at [admin@rasasc-guildford.org](mailto:admin@rasasc-guildford.org) or PO Box 1009 Guildford GU1 9EE.

Please note we do not accept CVs.



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