

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

<b>Position:</b>	<b>Custodian for Counselling service - Guildford</b>
<b>Hours:</b>	<b>Part-time</b> – 4 hours per evening Two evenings available, Monday and Wednesday. Will accept applications for individual evenings or both
<b>Salary:</b>	£3,193 per annum for each evening (4 hours per week)
<b>Location:</b>	Guildford
<b>Accountable to:</b>	Clinical and Assessor Lead
<b>DBS check:</b>	Yes
<b>Closing on:</b>	<b>17<sup>th</sup> May 2019</b>

We are currently recruiting for one or two Custodians for our evening face to face Counselling Service in Guildford.

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.

### **Custodian**

This role is based in Guildford. You will be responsible for providing security and safety support at the counselling evenings between 17:30 – 21:30. The Guildford counselling is delivered from the CAB office.

### **Key function**

- Open the office (if locked) and ensure the counselling rooms are ready for counselling sessions
- Greet clients
- Support the counsellors should they require help at any time
- Record start date and finish date of clients on appropriate spreadsheet
- Receive calls from clients and re-arrange appointments – as directed by Clinical and Assessor Lead
- Provide appropriate documentation for clients and counsellors, ensuring you have enough supply
- Ensure the security of the premises on leaving

- Report to Clinical and Assessor Lead any events regarding security of persons or building.

### Reporting Line:

- This post holder reports directly to the Clinical and Assessor Lead.

### Skills and Experience - Essential:

- Minimum qualification of Diploma in Counselling
- Minimum qualification of Diploma in Supervision
- Good organisational skills with proven ability to prioritise workload
- Good communications skills, written and verbal and IT literate
- Excellent relationship and interpersonal skills and the ability to deal with a diverse range of people
- Ability to deal with information in a confidential manner
- Case Management Skills – ability to accurately maintain records

### Skills and Experience – Desirable:

- Knowledge of rape and sexual abuse issues and impact

In return, we can offer you 25 days' annual leave (pro rata), eight public holidays (pro rata), contributory pension scheme, reimbursement of travel expenses at 40p per mile and six free trauma related workshops a year.

If you are interested in joining our team or if you have any questions about the role please do give us a call as we would love to hear from you – contact Liz Joyce on 01483 568000 for more details or please complete the application form.

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

### How to Apply:

Please complete the attached application form.

Please note we do not accept CVs.



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