



FUTURE LIVING HERTFORD ~ JOB DESCRIPTION

Job Title: **Placement Counsellor**
Location: Vale House, Hertford SG14 1PN
Reports to: Sandra Conte, CEO

Job Description

Purpose

To provide therapeutic counselling and care to clients working towards recovery from a range of issues that include but are not limited to addiction, abuse, anxiety, depression.

Main tasks

- Support individuals who are distressed by providing person centred or similar, non-directive counselling support in line with Future Living's Mission & Values.
- To ensure quality in line with Future Living Hertford's policies.
- To ensure effective monitoring in line with Future Living Hertford.
- Promote the equality, diversity, rights and responsibilities of individuals.
- Promote choice, wellbeing, and the protection of all individuals.
- Contribute to assessing and act upon risk of danger, harm and abuse in line with our Safeguarding policy and procedure.
- Reflect on and develop your practice and make use of your own supervision.

Main Responsibilities:

- The keeping of accurate and confidential records regarding the client's care.
- Ensuring that all Future Living Hertford policies and procedures are followed, and that client confidentiality is protected within the bounds of the client service agreement.
- To take responsibility for personal training and development needs through reviews with CEO.

Working Conditions

Project workers are contracted to work an agreed number of 4 counselling sessions per week on an agreed day.

Free parking is provided on site for all staff members.

Person Specification

Essential Qualifications: Training for or qualified in Diploma in Counselling.

Essential Experience: Personal experience of addiction(preferable), mental health, or counselling work

Essential Personal Attributes: Welcoming and friendly
Sensitive and reliable regarding issues of confidentiality
Calm in difficult situations
Integrity
Energetic and enthusiastic
Sympathetic to the beliefs of clients
Non-judgmental

Signed.....

Date.....

Name (Please print)