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| **Role Profile** | | | |
| **Title** | | Custody-based Counsellor | |
| **Base** | | HMP New Hall | |
| **Grade** | | £28,364 (pro-rata) | |
| **Hours** | | 34 | |
| **Leave** | | 25 days (plus public holidays, pro-rata) | |
| **Report to** | | Sara Mollis, Centre Manager | |
| **Role summary** | | | |
| **About Us:**  Together Women is an award-winning charity that supports women and girls across Yorkshire and Humberside, with particular focus on women who are involved in or at risk of entering the criminal justice system. Our vision is for women and girls to feel safe, valued and in control of their own life choices. From our women centres, we provide tailored support across a range of different pathways, including housing, domestic abuse, debt and unemployment. As a charity led by women, for women, we provide trauma informed, holistic support to help break cycles of trauma, abuse and re-offending, and evoke systems change.  **Job Role:**  We are seeking a counsellor to work 34 hours (4.5 days) per week within HMP New Hall, a women’s prison outside Wakefield, to help women who have referred themselves or have been referred for counselling support. Currently, Together Women New Hall operate a twelve-session counselling pathway and a brief therapy and crisis stabilisation pathway and this role will be fully embedded within the twelve-session pathway, offering weekly or fortnightly sessions.  The therapy provision would be predominantly face to face but there is a possibility of work via telephone if a resident would prefer this.  We are seeking someone who works with a humanistic or integrative approach. Experience with complex trauma, PTSD, and CSE is highly advantageous for this role.  **Specifics:**  The post holder will be based within HMP New Hall. The role is subject to a satisfactory DBS and prison vetting.  Together Women’s core working hours are Monday to Friday 9am to 5pm.  We wish to restrict the post to females using the GOQ in s9 (2) (e) and s9 (2) (f) of the Employment (Sex Discrimination) Act 2000. | | | |
| **Key accountabilities** | | | |
| * To deliver therapeutic interventions in a trauma-informed and empathic manner * To receive appropriate managerial supervision and engage with clinical supervision from an experienced external supervisor * To be a member in good standing of BACP/UKCP/NCPS or another recognised governing body and adhere to their ethical framework * To maintain professional records * To refer and report any safeguarding concerns * To manage the waiting list for the service * To maintain confidentiality and boundaries as expected in a custodial setting * To make appropriate referrals to other services and departments in the prison. Please note that we are particularly keen to see the service as an integral part of our current provision that shares appropriate information and involves other relevant departments in its work and referrals * To comply in all respects to the Rape Crisis and National Service Standards * Use evaluation, learning, experience and user feedback to support service development * Manage and update own skills base to ensure quality service delivery and personal development in role | | | |
| **Essential Requirements** | | | **Desirable Requirements** |
| **Qualifications/ Training**   * Recognised professional qualification in counselling/psychotherapy * Evidence of maintaining skills and knowledge base in professional field through training or other opportunities.   **Experience**   * At least two years experience of undertaking direct therapeutic work one to one with vulnerable adults * Experience of the delivery of services for women * Knowledge and understanding of the issues faced by women in the criminal justice system * Experience of working with women in a support role * Experience of working alongside and in partnership with other staff or agencies   **Competencies and other skills required**   * Clear written and verbal communication skills with people at all levels * Good assessment skills * An ability to sensitively engage vulnerable adults in effective working relationships * Ability to work effectively as part of a multi-disciplinary team and across organisational boundaries * A good standard of computer and IT literacy * Strong IT skills (PC literate and competent in using MS Office) * GCSE (or equivalent) in Maths & English - Grade C or above * Satisfactory Criminal Records Bureau Check | | | **Qualifications/ Training**   * Training in addiction and recovery, effects of homelessness and ACEs would be advantageous   **Experience**   * Experience of multi-disciplinary team working * Experience and competence in report writing   **Competencies and other skills required**   * Ability to deliver a restorative approach to interventions |
| **The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.** | | | |
| **Qualities we are looking for in candidates – Our Competency Framework** | | | |
| **Client focus** | **Service Provision**   * Manages caseload and delivers support as per the requirements of the service contract and the internal quality audit framework requirements * Demonstrates commitment and enthusiasm for working with our customer group * Demonstrates empathy with customer group, and an understanding of gender-specific, trauma and personalised approaches. * Ensures that the needs, wishes and aspirations of women are the main driver for casework interventions, providing encouragement and support to enable her to make choices about her future, and advocating on her behalf when necessary.   **Recording & monitoring**   * Maintain case files and administrative/monitoring systems effectively * Understands the importance and can describe the benefits of good record keeping, and contract monitoring/ reporting. * Manages caseload and delivers support as per the requirements of the service contract and the internal quality audit framework requirements. | | |
| **Interpersonal**  **Skills** | **Working with others:**   * Build and maintain effective working relationships, with customers and stakeholders; within the organisation and external to it * Manage and ensure that clear professional and emotional boundaries are established * Demonstrates a keen understanding of the ability to adapt one’s approach when working with different groups (e.g. customers, partner agencies, stakeholders and colleagues) Communication * Presents spoken and written information clearly and appropriately and to a high standard Diversity * Builds trust and demonstrates respect for others, showing an awareness of the impact on own behaviour on others * Treats everyone fairly and consistently * Demonstrates an open and non-judgemental approach, seeking to understand others’ experiences and perspectives * Demonstrates efforts to provide inclusive environments, culturally specific support, and promotes a feeling of psychological safety for all women | | |
| **Personal effectiveness** | **Risk management**   * Works safely, in line with policy and procedure, knowing when to escalate or share concerns * Applies and promotes risk management for customers, staff, stakeholders and self * Aware of the need for confidentiality in dealing with information; of when confidentiality should be preserved and of the circumstances when it is right to reveal confidential information and to whom to is right to do so   **Approach to work**   * Willing to learn and develop * Plans, organises and implements work, on own initiative with minimum direct supervision * Flexible and creative approach at work; able to adapt to the changing needs of the program * Ability to manage time, prioritise and meet deadlines * Organised approach, with keen admin skills and attention to detail * Makes clear decisions and deal positively with challenge * The post holder is expected to work within policies and procedures of Together Women | | |
| The post holder is expected to work within policies and procedures of Together Women and be committed to its ethos and values. This includes promoting and demonstrating the principles of equal opportunity (including encouraging diversity and tackling discrimination) and sensitivity to the environment.  Please note this post is exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check and prison vetting. | | | |