

## Person Specification

<b>Job title: Volunteer Counsellor</b>	<b>Department: Counselling</b>
--	--------------------------------

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Secure place on a recognised Diploma level counselling qualification or previously qualified at Diploma level minimum.	
Knowledge	Data protection, lawful and ethical practice. National safeguarding priorities and requirements.	Other health, social and mental health services, both statutory and voluntary sector, within Wakefield district. Local safeguarding protocols An understanding of clients with complex needs, and best practice in a range of appropriate therapeutic treatments. Working knowledge of women's issues and health inequalities.
Special skills	Ability to establish and maintain good personal and professional boundaries. Excellent verbal and written communication skills, including telephone skills. Computer literacy and general office and administration skills. Ability to consistently use a range of counselling skills within a recognised counselling approach.	Ability to deal with conflict and find appropriate resolutions. Ability to work flexibly and using own initiative. Ability to work as part of a multi-disciplinary team and foster good working relationships.
Personal attributes	High level of enthusiasm and motivation. Ability to work well under pressure. Ability to manage time and competing demands, good organisational skills. Willingness to engage in reflective practice as an ongoing activity. Ability to offer & address constructive feedback. Motivation & confidence to seek appropriate one-to-one support when necessary.	

Attitudes	<p>Understanding of importance of working within women only environment &amp; a commitment to WWC philosophy.</p> <p>Commitment to working within WWC policies and procedures and their application.</p> <p>Commitment to pursuing own professional development.</p> <p>Understanding of and commitment to Equal Opportunities.</p> <p>Capacity to attend group supervision on a monthly basis.</p> <p>Comfortable within group and individual settings/dynamics.</p>	
Other	Ability to offer 4 hours to the Well Women Centre to include 3 client hours and 1 hour other jobs for the centre.	Fluent in languages other than English.