Job Purpose

- To identify and meet the needs of clients.
- To contribute to the development of the Centre's counselling service and/or School/College service.

Main Duties

- To work at the Counselling & Family Centre (CFC) or other locations as may be dictated by the needs of the post.
- To work evenings and/or weekends as may be dictated by the needs of the post.
- To liaise with partner organisations in ensuring that our service meets the needs of the service users we are jointly supporting
- To attend individual and group supervision in line with CFC policy.
- To work within the team to develop skills and learning in staff and volunteers.
- To maintain and enhance good practice by attending such training as is thought necessary for the post.
- To keep up to date and accurate records, monitor and evaluate all practice, and produce evaluation reports and case studies for CFC and other external bodies as required.
- To complete case studies based upon your clinical work for CFC
- To work with management to evaluate the service and contribute to its development.
- To undertake additional duties arising from ongoing developments in the job role.
- To work in accordance with CFC policies and procedures.