

Hounslow Youth Counselling Service

Procedure For The Selection Of Volunteer Counsellors

This document explains what we ask potential volunteers to work through with us. Each stage gives the participant and HYCS the opportunity to make an informed decision as to whether to work together or not. It is a mutual selection process, although we recognise that the Agency might have more power in this process.

Our primary consideration is that all HYCS counsellors will be able to work effectively and ethically with our clients and secondly all counsellors will be able to work as team members to develop HYCS as an excellent service for all young people in the London Borough of Hounslow.

We ask **all** applicants to:

1. Attend an information session. We will give you information about the Service and answer any questions that you might have about:
 - Going through the selection process
 - Working at HYCS
2. Complete an application form and provide a CV.
3. Attend an individual interview for the next stage of the selection process.
4. Attend the group stage of the selection process: 2 Friday evening sessions and the residential selection weekend: Saturday 10am to Sunday 4pm.

At the end of the residential weekend the selection team will select those applicants who meet the selection criteria and they will be offered a place with HYCS to continue to the next stage. Feedback will be offered to all participants.

5. Accept a position with HYCS as a probationary counsellor subject to receipt of satisfactory references, signing of the counsellor-agency contract, completion of criminal record check (CRB), approval by the Management Committee to go to the next stage.
6. Attend all the probationary period training and induction.
7. Attend a 6 month probationary review with a line manager and supervisor.
8. At the end of the one year probationary period appropriate members of the service will review the probationary counsellor's performance as a team member and counsellor. The review will include feedback from the HYCS supervisor. They will either accept the counsellor or extend the probationary period or inform the counsellor that she or he is considered unsuitable for this service. Feedback will be offered to the probationary counsellor.
9. Upon successful completion of the one year probationary period the Management Committee will ratify the recommendation of the counselling manager, team leader and supervisor. The probationary counsellor will be notified.

The applicant must satisfy the selection panel at each stage of the selection procedure that she or he is a suitable candidate to be a volunteer before

proceeding to the next stage. Each applicant will be assessed at each stage using the HYCS selection criteria.

An applicant, who has not been accepted as a volunteer counsellor, has the right to appeal against such a decision and the appeals procedure should be followed.

This document gives an outline of the selection procedure. HYCS may change the detail of this procedure as and when it sees fit in order to improve the quality of the service.

HYCS 19/12/2009