

HOUNSLOW YOUTH COUNSELLING SERVICE

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Volunteer Counsellor Recruitment Programme 2018

We are now recruiting volunteer humanistic counsellors who are available for evening and/or day sessions to work with young people, 11 to 25 years old, in the London Borough of Hounslow.

- We are looking for counsellors who are qualified and/or accredited **or** trainees who:
- Have completed a minimum training of:
- 1 year humanistic counselling skills training at certificate level **and**
- Nearing completion of the first year of an accredited counsellor training programme **and**
- Committed to achieving accreditation

This means you will be completing your 2nd year of training as a minimum.

And who:

- Are interested in working with young people from age 11 to 25 years old
- Will be available to see 3 clients per week
- Have the time and energy for supervision, training and agency meetings
- Meet our selection criteria

And who:

- Can attend **ALL** the dates listed below for our selection programme and training days

If you are offered a place on the selection programme there will be a charge of **£90** to cover some of the costs for the residential weekend. If this is prohibitive then you can apply to the management committee to waive part of the contribution.

For those counsellors who do join us we provide:

- Supervision and support:
 - Regular monthly supervision
 - Managerial support and supervision
 - Team support
- Training
 - Core training
 - On going in-house training
 - Access to Youth Service and London Borough of Hounslow training
- Experience of working in a voluntary sector agency
- The opportunity to develop skills and experience of working with young people in a supportive environment.

Interested in Applying?

If you are interested in applying to work with the Hounslow Youth Counselling Service as a volunteer counsellor, please email Lorraine on admin@hycscounselling.co.uk enclosing your:

1. Expression of interest
2. Contact details: address, phone and email
3. Current course details and or qualifications in counselling
4. Date of the **one** information session you will attend.

Selection Programme 2018

Session	Day	Date	Time	
Information Sessions (<i>attend only 1 session</i>)				
Information session 1 <u>or</u>	Friday	2 nd March 2018	6:00pm – 7:15pm	P&L
Information session 2 <u>or</u>	Thursday	8 th March 2018	6:00pm – 7:15pm	P&G
Information session 3 <u>or</u>	Friday	9 th March 2018	3:00pm – 4.15pm	K&L
Application Forms and Interviews				
Application forms in by	Thursday	15 th March 2018	12:00 noon	
Interviews	Week commencing	19 th March 2018 23 rd March 2018	notifications by 6th April 2018	K&G&P
Selection Days (attend all days)				
Pre weekend 1	Friday	20 th April 2018	6:00 – 9:00pm	K&G&P
Pre weekend 2	Friday	27 th April 2018	6:00 – 9:00pm	K&G&P
Weekend Residential	Saturday	28 th April 2018	10:00am →	K&G&P
	Sunday	29 th April 2018	→ 4:00pm	K&G&P
<i>Selection Team meet</i>	<i>Monday</i>	<i>30th APRIL 2018</i>		K&G&P
Core Training PART 1 (attend all days)				
1. Safeguarding 1. Child Protection	Saturday	5 th May 2018	10:00 → 4:00pm	Patricia & Karen
2. Working with Young People	Saturday	12 th May 2018	10:00 → 4:00pm	Mike
3. Induction day	Saturday	19 th May 2018	10:00 → 4:00pm	Patricia & Karen
Join HYCS Team	From Week beginning	4th June 2018		
4. Diversity 1. Equal opportunities	Saturday	9 th June 2018	10:00 → 4:00pm	Mike
5. Safeguarding 2	Saturday	16 th June 2018	10:00 → 4:00pm	<i>Patricia</i>
6. Risk assessment	Saturday	30 th June 2018	10:00 → 4:00pm	Mike
	Core Training	PART 2	(attend all days)	
7. Development disorders & Medication	Saturday	July 2018	10:00 – 14:00	Dr Alex Doig
8. Diversity 2. LGBT	Saturday	September 2018	10:00 → 4:00pm	Kris
9. Self harm	Saturday	September 2018	10:00 → 4:00pm	Patricia
10. Suicide Awareness	Saturday	October 2018	10:00 → 4:00pm	Patricia
11. Ethical Framework	Saturday	November 2018	10:00 → 4:00pm	TBC
Support, Supervision, Management				
Monthly Supervision	1.5 hours per month - On-Going			
12 month probationary period with 6 month review	Saturday	24 th November 2018 TBC		

(Please note that the dates may change if circumstances alter)

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VOLUNTEER COUNSELLOR: PERSON SPECIFICATION

1. Willingness to be a counsellor working with the needs, issues and best interests of young people.
2. Completion of at least one year of humanistic counsellor training (skills and theory) at certificate level and completed 1 year of training on a 2 or 3 year humanistic counselling diploma. (Or a qualified and/or accredited humanistic counsellor)
3. An understanding of the Person Centred approach to counselling and an agreement to use this approach as a basis for work with Service clients.
4. An understanding of the need for confidentiality with young people and an undertaking to follow Hounslow Youth Counselling Service policy on this matter.
5. Understanding of and a commitment to equal opportunities and anti-discriminatory practice.
6. An ability to learn, use and develop the skills necessary to counsel young people.
7. Ability and willingness to work as an effective member of a team.
8. Time, energy and resources to be able to work with Hounslow Youth Counselling Service. This will include a commitment to:
 - A minimum of one session per week, counselling 3 clients per week.
 - One hour of supervision for every 6 – 8 hours of counselling or at least 1½ hours per month, with a supervisor allocated by this service
 - Attendance at two full counsellor meetings per year for service business and policy decision making.
 - Attendance at annual review meeting with your manager
 - Attendance at team support meetings 4 times per year as applicable
 - Supervision with additional meetings as necessary
 - Attendance at the Service AGM
 - Attendance at Hounslow Youth Counselling Service core training programme.
9. A commitment to engage in on-going CPD as outlined by HYCS while with the Service, including training and further self-development, such as personal therapy.
10. Willingness, honesty, and openness for effective supervision to take place.
11. Willingness to evaluate one's attitudes, feelings and beliefs and learn from such an experience.
12. Resilience: the capacity to work with young people's concerns without being personally diminished.
13. A willingness to follow the policies of the Management Committee and the Constitution and to seek, where necessary, to make changes through discussion and democratic processes.
14. Sufficient understanding of the counselling process and relationships so that an informed decision can be made on whether to join the Service, or not.

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SELECTION PROCEDURE FOR VOLUNTEER COUNSELLORS

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 counsellor before proceeding to the next stage. Each applicant will be assessed at each stage using the *person specification*.

1. Attendance at an information session.
2. Completion of an application form.
3. 1st stage: Interview for the residential.
4. 2 satisfactory references.
5. 2nd stage: Attendance at our selection sessions: 2 evening sessions and a residential selection weekend.
6. At the end of the residential weekend the selection team will select those applicants who will continue to the next stage.
7. Acceptance as a probationary counsellor is subject to satisfactory references, signing of the counsellor-agency contract, completion of DBS check (disclosure and barring service), application and approval by the Management Committee to continue to the next stage.
8. 3rd stage: Volunteer counsellors accepted into the Service as probationary counsellors will complete core training (as identified by HYCS) within the 12 month probationary period.
9. At the end of the probationary period, appropriate members of the service, including the supervisor, will review the probationary counsellor's performance as a team member and counsellor. The review will either accept the counsellor or extend the probationary period or inform the counsellor that she or he is considered unsuitable for this service.
10. Upon successful completion of the probationary period the Management Committee will ratify the recommendation of the counselling manager, team leader and supervisor. The probationary counsellor will be notified.

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.

Each applicant will be assessed at each stage using the selection criteria from the person specification.

Feedback will be offered to all participants at each stage of the procedure.