

HOUNSLOW YOUTH COUNSELLING SERVICE

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.