

***For the care and support of those***

***bereaved, traumatised or injured***

***as a result of the ‘Troubles’/Conflict in Northern Ireland***

**Applicant Information Pack**

**Sessional Counsellors/ Psychotherapists**

**Regional**





Dear Applicant,

**Role: Sessional Counsellor/Psychotherapist**

**Ref: SCP/REG/MAY/20/**

Thank you for your interest in the above sessional post.

Short listing will be completed on the basis of the information you provide on the application form, therefore please ensure you complete **all relevant sections to help us make our decision**. **Please note that we do not accept CV’s**.

Please find enclosed the following: -

* Our Mission and Values
* Job Description
* Personnel Specification
* Outline of Terms and Conditions
* Guidance Notes
* Employment Application Form and Monitoring Form (for completion).

We request that you complete and return this for statistical monitoring purposes.

For information on WAVE, please visit our website [www.wavetraumacentre.org](http://www.wavetraumacentre.org).

If you intend to complete and return the Application Form, please also complete and return the enclosed MONITORING QUESTIONNAIRE and place in an envelope. This will be treated in confidence. We request this information to help WAVE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle i.e. we select the best person for the job, regardless of religious affiliation, political opinion, belief, age, race, gender, marital status, sexual orientation or disability.

We would like you to know that: -

Only the Application Form is considered by our Recruitment Panel, who shortlist and interview for vacancies. The Monitoring Questionnaire is confidential to our Monitoring Officer who uses it for compiling statistical information and is not seen by the Recruitment Panel.

If you have any questions regarding the information enclosed, please do not hesitate to contact us.

I look forward to hearing from you.

Yours faithfully

Tracey Shirlow

HR Manager

**PLEASE NOTE: CLOSING DATE:Friday 3rd April 2020 at 3.00 pm**

**Hard Copy Completed forms should be returned to:**

**HR Manager, WAVE Trauma Centre,**

**5 Chichester Park South, Belfast, BT15 5DW.**



**WAVE: Who we are?**

WAVE, established in 1991, is a voluntary, cross community charitable organisation which offers care and support to anyone bereaved, traumatised or injured as a result of the Troubles/Conflict. ***The philosophy and ethos of the organisation is one of inclusiveness, providing care for anyone irrespective of religious, cultural or political belief.*** WAVE promotes a respect for life and an understanding of difference that is seen as enhancing rather than threatening. WAVE continually seeks creative ways of working through issues that have the potential to divide.

Over the years the violence in Northern Ireland has led directly to the deaths of over 3,600 people and resulted in over 40,000 serious injuries. The Cost of the Troubles Study (1997) estimated that, “At the very least 6,800 people have the experience of one of their immediate family - parent or sibling - being killed in a troubles-related incident.” The true cost however, is much higher as the relatives of those killed and maimed have also suffered ill health, disruption of family relationships, impaired functioning, and substance abuse and in some cases when their grief became intolerable, suicide.

Over the last twenty-five years the level of calls and referrals to WAVE has increased year on year. Referrals are received from those affected by violence more recently in addition to those injured, traumatised or bereaved across the last four decades. This indicates the necessity of providing the services offered by WAVE on a long-term basis.

To date WAVE has offered care and support to over 10,000 people, a cross section of adults, young people and children. WAVE works to utilise the benefit of every pound received in funding or donations for the benefit of clients. The organisation’s management cost is extremely low at 8%, well below the recommended national level of 15%. WAVE offers exceptional value for funders and strong professional services for clients.

WAVE has extensive community based Trauma Education Programmes. These programmes have been refined and developed over 18 years and offer students a range of options to meet their learning needs. Trauma Training includes:-

* Short Trauma Courses accredited by the School of Education at Queen’s University Belfast under their Open Learning Programme.
* A BSc. (Hons) in Psychological Trauma Studies is delivered in partnership with the School of Nursing and Midwifery at Queen’s University. It remains the only undergraduate trauma programme available in the United Kingdom and Ireland.
* A Postgraduate Pathway in Trauma Studies has been developed in partnership with University College, Cork. Recruitment for this program is now open which is due to commence in January 2019.
* Professional Development in trauma awareness and trauma informed practice for social work and nursing students is delivered in partnership with the Schools of Social Work and Nursing and Midwifery at Queen’s University.

WAVE has an extensive network of delivery processes across Northern Ireland. The organisation operates from five Outreach Centres in: Belfast, Armagh, Omagh, Ballymoney and Derry Londonderry and services such as Outreach/Befriending, Health and Wellbeing, Psychotherapy/Counselling, Advice/Welfare, Trauma Training, Personal Development, Training Opportunities and Complementary Therapies are available from all its Centre’s. In addition the organisation has a number of satellite projects operating across a range of venues in response to local need.



**Job Description**

**Job Role:** Counsellor/Psychotherapist

**Reports to**: Head of Clinical Services

**Location:** Regionally/All Project Centres

**Contract Duration:** Sessional engagement subject to funding

**Key working relationships:**

**Internal contacts:**

* Management and staff
* Individuals and families (clients)
* Sessional personnel
* Volunteers

**External contacts:**

* Other community and voluntary organisations
* Statutory agencies

**Job Purpose:**

To work with individuals affected by the ‘Troubles’ in Northern Ireland, with a strong focus upon evidence-based service delivery and recovery.

**Principle Duties of the Post:**

1. To undertake a preliminary assessment of WAVE clients *(adults/young people/children)* in a collaborative and transparent manner to determine the need for counselling and (if agreed), formulate a therapeutic service plan.
2. To deliver confidential, evidence-based counselling/therapy to those affected by trauma, injury, bereavement, and any other relevant presenting issues.
3. To ensure that clients accessing this service receive prompt and professional communication at all times.
4. To be accountable initially to the Project Manager/Head of Clinical Services for all aspects of the service and professional practice.
5. To maintain case history records in accordance with the organisation’s policy and Data Protection.
6. To complete accurate ongoing evaluative assessment at each session in order to review client progress and contribute to outcome evidence.
7. To ensure that all reporting and quality systems undertaken by the organisation are adhered to on an ongoing basis within stipulated timeframes.
8. To attend an induction and any internal training offered by the organisation, in addition to external training, in order to promote Continuing Professional Development.
9. To work to a code of ethics and practice appropriate to relevant professional body.
10. To adhere to the WAVE organisation’s policy and procedures regarding psychotherapy/counselling services.
11. To participate in internal case conferences and case studies and undertake any external letters or reports as required.
12. To prepare any reports or statistical analysis required by the Management Board and/or Funder and to communicate with referral agents/mental health professionals/external agencies in consultation with the Project Manager/Head of Clinical Services.

**Hourly Rate:**

£35.00 per hour.



**Person Specification**

**Title**: Sessional Counsellors/Psychotherapists

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| --- | --- | --- | --- |
| **Selection Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **1.Qualification/Education/Accreditation**  (i) Accredited with a professional body appropriate to the therapeutic modality e.g. UKCP, ICP, IACP, BABCP, BACP, HCPC or equivalent. (equivalence to be determined by WAVE).  (ii) Recognised Professional Post Graduate Advanced Diploma qualification in counselling, psychotherapy, psychology or equivalent. (equivalence to be determined by WAVE).    (iii) Recognised Masters qualification in counselling, psychotherapy, psychology or equivalent. | ✓  ✓ | ✓ | **A**  **A**  **A** |
| 1. **Experience**   (i)Minimum of two years’ experience and / or 450 supervised clinical hours delivering therapy to individuals in a trauma related area.  (ii).Experience of using a range of computerised packages for the evaluationand recording of counselling work*.* | ✓  ✓ |  | **A/I**  **A/** |
| 1. **Knowledge**   (i) Working knowledge of therapeutic evaluation tools e.g. CORE Net.  (ii) An awareness of a range of therapeutic responses to trauma. | ✓ | ✓ | **A/I**  **A/I** |
| 1. **Skills and Abilities**   (i)IT proficient.  (ii)Ability to maintain strict confidentiality and appropriate boundaries in all matters related to their work. | ✓  ✓ |  | **A/I** |
| 1. **Other Requirements**   (i)Must have undertaken and continue to undertake regular clinical supervision with an approved Supervisor.  (ii)\*Current driving licence and access to a suitable vehicle (appropriately maintained and insured for business). (\*This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to demonstrate an appropriate alternative means of meeting the mobility requirements of the post). | ✓ | ✓ | **A**  **A** |

**A = Application Form I = Interview P = Presentation T = Test R = References**