



T.H.O.M.A.S. (Those on the Margins of a Society) Job Description

Title of Post: Counsellor (Social Enterprise Project)

Salary: £25,000 (Pro rata)

Based at: Blackburn / Salford

Reports to: Social Enterprise Manager

Responsible to: Chief Executive

Area of Operation: Blackburn / Salford

Hours of Work: 10

Role

THOMAS provides psychosocial recovery services to people with drug and alcohol addictions. Its projects consist of residential and community based services and social enterprise. The post holder will work within the social enterprise project with the aim of providing counselling support to people on the social enterprise project who have had sporadic and limited employment histories as they adapt to volunteering and workshop placements.

Key Tasks

- To provide one to one counselling/occupational support to people preparing to engage and engaged in the workshop/social enterprise
- To communicate the social enterprise vision and deliver its mission
- To contribute to assessments of clients within agreed timescales.

- To help individuals address their problems
- To maintain records of participants attendance and participation in the social enterprise
- To explore, implement and supervise a range of approaches, activities and exercises, which are designed to promote health and support.
- To utilise recording and statistical systems to collect and collate data and to ensure that all administration, case recording, written reports etc are maintained to agreed standards.
- To utilise a flexible approach and where required participate in activities and tasks which directly respond to client need.
- To uphold all THOMAS policies and procedures and actively promote equality of opportunity in the course of your work.
- To maintain a safe and welcoming environment ensuring health and safety standards are adhered to.
- Ensure regular consultation with participants and promote their equality, diversity and rights
- To contribute positively to relevant internal and external forums.
- To collaborate effectively with partner agencies and bring a proactive approach to partnership work.

Essential criteria:

- Two years-experience of direct work with one to one counselling
- Recognised counselling qualification – diploma/degree level
- A flexible open approach and proven communication skills in the management of one to one counselling
- Proven skills in planning and administration.
- Ability and willingness to develop support programme to suit client need.
- Confidence to work on own initiative as well as part of a team.
- Knowledge of health and safety, including assessing high-risk situations for clients.
- Organised and have excellent time management skills

- An empathic and non-judgmental attitude.
- Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their gender, age, religious belief, disability and sexual orientation
- IT Skills, Word, Excel, Powerpoint, Outlook and online platforms
- Car driver

This post is subject to DBS at an enhanced level.

Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

I fully understand this job specification.

Print Name:

Signed

Date