

**JOB DESCRIPTION**  
**Associate Counsellor (Volunteer)**

<b>Job Title</b>	<b>Job Grade &amp; Salary Range</b>
Associate Student Counsellor 1 day per week – October – June 2019 Tuesday	Volunteer Position (Supervision paid for) October – June 2019
<b>Where you're based</b>	<b>School/Service</b>
Counselling & Mental Health Service	Student Services
<b>Who you report to</b>	<b>Requirements</b>
Senior Student Counsellor Mentor	<b>Required PVG Membership of BACP/COSCA Diploma in counselling</b>
<b>People reporting to you</b>	<b>Other people you work with</b>
None	Student counsellors, Student Services staff, Other support staff in the University, Academic staff.
<b>The job</b>	
<ul style="list-style-type: none"> <li>○ To provide individual counselling.</li> <li>○ To maintain professional standards by receiving supervision for clinical work and ongoing training and by keeping client records in accordance with British Association of counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy/COSCA (Counselling &amp; Psychotherapy in Scotland)..</li> </ul>	
<b>What you'll be expected to do</b>	
<p><b>Service Delivery</b></p> <p>Co-ordinate with others the delivery of services.</p> <ul style="list-style-type: none"> <li>○ To undertake all work in accordance with the BACP/COSCA Ethical Framework</li> <li>○ To offer individual CBT or Counselling to undergraduate and postgraduate students, including making assessments of clients' presentations and mental health; delivering primarily short-term focal therapy to a professional standard; and monitoring progress and adjusting the therapy as necessary.</li> <li>○ Maintain a caseload of individual clients in line with Service policies.</li> <li>○ Attend appropriate supervision in order to develop, monitor and maintain professional standards of work.</li> <li>○ Attend Counselling &amp; Mental Health Team Meetings.</li> </ul>	

### **Communication & Networking**

- Contribute to a productive, collaborative and supportive team climate, while ensuring that high professional and ethical standards are set and kept throughout the therapeutic work of the Service.
- To work, pro-actively as a member of the Student Counselling Service and Student Services to help ensure the effective development and operation of these services.

### **Information Management**

- Keep accurate records of sessions and write case notes to safe, professional and ethical standards: in order to monitor the therapeutic process and as part of reflective practice and self-supervision; with regard to Data Protection legislation; and for accountability, financial and statistical analysis purposes.
- You will need to be a confident computer user, in particular in the use of Word, electronic diaries and email

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### **Special features of the job**

#### **Benefits of this role**

- You will be working with a professional, experienced and inclusive team within student services.
- Work with a varied client group.
- You will receive a Mentoring with a qualified and experienced counsellor.

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To: Apply

Interested in the above please email a CV and cover letter to [T.williams@abertay.ac.uk](mailto:T.williams@abertay.ac.uk)

If you have any queries please feel free to contact 01382 308099

Closing Date October 31<sup>st</sup>.