



Talking to us can really help
Hounslow Youth Counselling Service

HOUNSLOW YOUTH COUNSELLING SERVICE RECRUITMENT WINTER 2020

HYCS are now recruiting volunteer humanistic counsellors who are available for evening 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 2 years humanistic counsellor training. (1 years skill and theory and 1 year on diploma/degree course). Or a qualified and/or accredited humanistic counsellor.

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

For those counsellors who do join us we provide free:

- ❑ Supervision and support:
 - Regular monthly supervision
 - Managerial support and supervision
 - Team support
- ❑ Training
 - Core training
 - On going in-house training
 - Access to 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

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78 St John's Road, Isleworth, Middlesex TW7 6RU

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RECRUITMENT PROGRAMME DATES:

Session	Day	Date	Time	
Application Forms and Interviews				
Application forms in by	Friday	27 th March 2020	12:00 noon	
Interviews		3 rd , 4 th April 2020	<i>notifications by 8th April 2020</i>	
Assessment Day				
Assessment Day	Saturday	25th April 2020	9.00 → 17.30	
Applicants informed	Monday	27th April^h 2020		
CORE TRAINING PART 1 (MUST attend all days)				
1. Safeguarding 1. Child Protection	Saturday	2nd May 2020	10:00 → 16.00	PD
2. Working with Young People	Saturday	16th May 2020	10:00 → 16.00	KH
3. Induction day Policies and procedures	Saturday	23rd May 2020		PD & KH
Join HYCS Team From Week Commencing		W/C 16th March 2020		
4. Safeguarding 2	Saturday	tbc	10:00 → 16.00	
5. Risk assessment	Saturday	tbc	10:00 → 16.00	
6. Anti-oppressive Practice /Equal ops	Saturday	tbc	10:00 → 16.00	
CORE TRAINING PART 2 - DATES TO BE CONFIRMED				

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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.

APPLICATION

- Completion of an application form.

STAGE 1

- Panel interview

STAGE 2

- Attendance at our Assessment day
- At the end of the Assessment Day the recruitment team will select those applicants who will continue to the next stage.
- Two references will be requested.
- Enhanced DBS check to be completed.

Please note - 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.

STAGE 3

- Volunteer counsellors accepted into the Service as probationary counsellors will complete core training (as identified by HYCS) within the 12 month probationary period.
- 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.
- 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.

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HYCS VOLUNTEER COUNSELLOR: PERSON SPECIFICATION

1. Ability 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 evening 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 4 counsellor meetings per year for service business and policy decision making.
 - Attendance at annual review meeting with your manager
 - 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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EXPECTATIONS OF HYCS VOLUNTEERS AND WHAT HYCS CAN OFFER VOLUNTEERS

What we expect from volunteers initially:

- A minimum of one evening session of 3 clients per week from 6pm
- 1½hrs supervision per month with supervisor allocated by this service
- Approximately one hour, on average, of counsellor meetings per month (12hrs a year usually over 4 meetings) for general service business and policy decision making.
 - 1 x full counsellors' meeting per year.
 - 3 x Centre Team meetings per year
 - Attendance at the Service AGM in June.
- Compulsory attendance at all HYCS core training days
- We want people interested in developing the service
- We are here for young people not for the counsellors/managers/management committee – each decision we put young people first.

What we offer as an Agency

- Regular monthly supervision
- Ongoing in-house training
- Access Local Authority training
- Managerial support and supervision
- Team support
- Experience of working in a voluntary sector agency
- The opportunity to develop skills and experience of working with young people within the 11-25 age group in a supportive environment.
- Experience of using outcome measures
- Small library

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ABOUT HYCS

WHO WE ARE: Founded in 1987, Hounslow Youth Counselling Service (HYCS) is a voluntary organisation, with charitable status, set up to work with young people in the Borough of Hounslow. HYCS' main objective is to promote the relief of emotional suffering caused by mental or physical ill health, or by social or economic circumstances among young people.

OUR SERVICE: HYCS aims to serve young people, aged 11 to 25, regardless of race, colour or creed, sex or class, disability, marital status or sexual orientation, by helping them address their problems in a setting where they feel at ease, safe and valued. HYCS offers young people access to free, confidential Counselling by appointment at its offices in Isleworth, at secondary schools and at HM Prison Feltham YOI and Hounslow Youth Offending Service. Young people self-refer to HYCS and can be signposted on to other specialist local agencies where appropriate.

CONFIDENTIALITY: Confidentiality is considered to be of the greatest importance. We are a confidential service and work within BACP' guidelines and HYCS' confidentiality policy to maintain appropriate confidentiality in the best interests of our clients.

OUR WORK: HYCS addresses directly young people's emotional well-being and mental health. Counsellors work with young people who present with a range of issues including: anxiety, panic attacks, self-harming, being bullied, negative pressures, eating disorders, bereavement, depression, low self-esteem, abuse or who are distressed because of breakdown in their relationships with family or friends. Counselling helps build more trusting relationships, develops autonomy, offers the opportunity to explore difficult issues and learn ways of coping, ways of staying safe and ways to manage difficult feelings.

OUR TEAM: HYCS counsellors are qualified, skilled and experienced practitioners. The team of counsellors, including those who work voluntarily, have been carefully selected and trained. The quality of the service offered is under continuous review. All counsellors receive regular management support and counselling supervision and the opportunity for in-service training and reflective practice. The Service runs a range of CPD training courses in working with young people and counselling skills, both in-house and as requested by other groups.

The Service has a full time Service Manager responsible to an independent group of trustees. London Borough of Hounslow Children Services funds this post and the premises. For all other expenditure the Service is dependent on grants, donations, contracts and sponsorship.

OUR ETHICS, STANDARDS & POLICIES: Hounslow Youth Counselling Service staff and trustees oppose all forms of discrimination and this is made clear in the Service's Equal Opportunities policy. HYCS provides a BACP (British Association of Counselling & Psychotherapy) Accredited Counselling Service and is an organisational member of both Youth Access and the BACP, working within the BACP's ethical framework for the counselling professions. HYCS' counsellors are also individually members of professional bodies. Many are individually BACP accredited, registered or actively working towards accreditation.

DATA PROTECTION POLICY: Under the General Data Protection Regulation (GDPR) 2018 data privacy laws, HYCS are committed to safeguarding privacy and protecting the personal information given to us in the legitimate pursuance of providing a youth counselling service.

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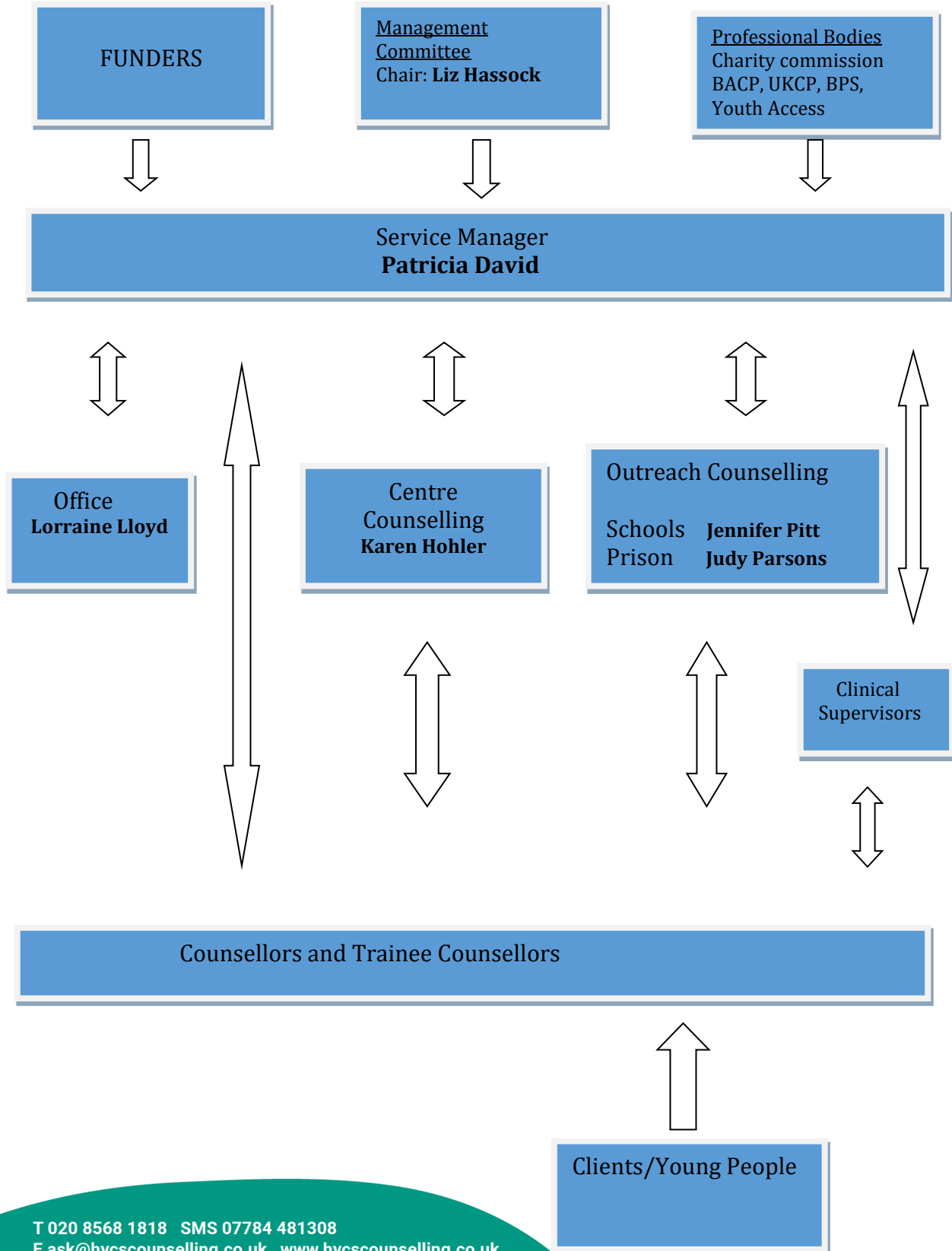
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HYCS ORGANISATIONAL CHART



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