

EVOLVE

Managed by PAC - Positive Action in the Community
Registered Charity Number 1088536

Counsellors (Children and Young People) – Casual Roles

£25 per hour for counselling delivery
1 hour per session paid at £10 per hour to cover travel time and administration
(these costs are inclusive of an annual leave allowance and payment towards clinical supervision)
40p per mile travel costs

Evolve provides high quality counselling services to children, young people and adults in need. Evolve is managed by PAC – Positive Action in the Community, an award winning charity based in East Lancashire.

We are looking for enthusiastic and dedicated qualified counsellors to provide time limited interventions to children and young people to improve their emotional wellbeing and resilience.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief.

A driving licence and use of a car for business purposes is an essential criteria.

Successful applicants will be required to undertake an enhanced DBS check.

For more information on the role please contact the Service Manager, Jen Gore on 01282 726001.

Community

Job Description and Person Specification

Job Title: Counsellor

Project: Evolve

Grade: £25 per hour for counselling delivery
40p per mile travel costs

1 hour per session paid at £10 per hour to cover travel time and administration
(these costs are inclusive of an annual leave allowance and payment towards clinical supervision)

Responsible to: Domestic Abuse Deputy Manager

Responsible for: N/A

Shift/Working Pattern: Casual

The main objectives to be achieved by the post holder

- 1.1 To work as a member of the Evolve project team to provide time limited counselling support to identified service users
- 1.2 To assist in ensuring that Evolve provides a responsive and high quality counselling service to children, young people and adults
- 1.3 To maintain a working knowledge of and comply with PAC policies and procedures and administrative systems

Support

- 2.1 To deliver a time limited programme of counselling support for PAC service users to address emotional health and wellbeing needs
- 2.2 To effectively respond to all contractual requirements and internal aspects of referrals, assessments, support delivery and evaluation
- 2.3 To be responsible for responding to safeguarding issues by complying with policy and procedures, and safeguarding children and young people whilst attending counselling sessions
- 2.4 To maintain an ongoing knowledge of individual service user issues

Human Resources

- 3.1 Take responsibility and comply with PAC policies and procedures
- 3.2 Engage in regular clinical and professional supervision with an external counsellor, informing PAC of your attendance
- 3.3 Engage in regular contract supervision with your line manager

Administration

- 4.1 Comply and adhere to all administrative systems and procedures for the project
- 4.2 Contribute to all Quality Management Systems
- 4.3 To seek regular service user feedback and evaluation
- 4.4 Maintain high quality records and reporting of support provided

Health and Safety

- 5.1 Support the Charity in ensuring that buildings and grounds are safe at all times and contribute to safety procedures and risk assessments on a regular basis and ensure compliancy with legislation

- 5.2 To comply with all aspects of Health & Safety and risk assessments within the project, including lone working policies and procedures and contribute to the regular review of all Health and Safety procedures
- 5.3 To report any Health & Safety concerns immediately and take appropriate action to minimise any risks identified

Finance and Resources

- 6.1 To comply with PAC policy and procedures for handling and recording petty cash
- 6.2 Ensure compliance in the collection and completion of all monitoring and reporting processes

Working with others

- 7.1 To effectively communicate internally and externally on a daily basis within policy and procedures
- 7.2 To be understanding and non-judgemental to service users' circumstances and lifestyles
- 7.3 Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of people ensuring the service is accessible to all
- 7.4 To participate in team working and events, including meetings and training. Participating in learning opportunities relevant to the post including all mandatory training courses either face to face or E-Learning

Additional Requirements

- 8.1 To work flexibly in order to meet the needs of the service
- 8.2 To attend staff meetings, mandatory training and development days
- 8.3 To positively promote PAC's ethos, activities, development and profile to service users and the wider community, including participation in publicity and fundraising events as required
- 8.4 To fully understand and comply with Lancashire County Council and PAC's safeguarding, child protection and protection of vulnerable adults, best practise policies and procedures

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Person Specification

Essential criteria

- 9.1 To hold a relevant counselling qualification
- 9.2 To hold a BACP membership and abide by the BACP Ethical Framework for Counselling Professions

- 9.3 Have experience of providing counselling support to children, young people and/or adults
- 9.4 A working knowledge of child protection procedures, safeguarding and the legal responsibilities surrounding these issues
- 9.5 The ability to work as part of a team and the ability to work using your own initiative
- 9.6 To have experience of accurate and comprehensive record keeping in a variety of formats
- 9.7 To have an understanding of the issues that children, young people and adults may face and potential barriers to personal development
- 9.8 To have an understanding of confidentiality, equal opportunities, non-judgemental attitudes and be fully committed to these principles
- 9.9 To be computer literate and have the ability to maintain client records and monitoring information in a clear and accurate manner
- 9.10 To have experience of managing a case load including compliance with case open and closure requirements and the ability to organise and prioritise work
- 9.11 Full clean driving license and use of a car for work purposes
- 9.12 The ability to work flexibly and attend staff meetings, training and multi-agency meetings as required
- 9.13 The ability to be empathetic with service users and act with integrity and respect with all service users, agencies and individuals
- 9.14 Ability to work sensitively in a multi-cultural environment
- 9.15 The ability to maintain a satisfactory enhanced DBS certificate
- 9.16 To engage in regular supervision including clinical supervision

Desirable Criteria

- 10.1 To have an understanding of the Lancashire Continuum of Need and the Common Assessment process



We are a registered charity and company by limited guarantee managing projects across Pendle, Burnley and Rossendale.

The Aims and Objectives of PAC are;

PAC – Positive Action in the Community was set up in 1999 to meet the needs of the Pendle community which were not being met through statutory provision or by other organisations, since then we have expanded to deliver projects in Rossendale as well as Pendle. Our mission statement is:

To provide public benefits for the inhabitants of the North of England without distinction of sex, or of political, religious or other opinions, by associating the Local Authorities, Voluntary Organisations, and local inhabitants in the following ways:

- (i) The prevention and the relief of poverty.
- (ii) To promote the education of persons who through their social and economic circumstances are in need and unable to gain employment and in particular to provide or support schemes where such persons may acquire and develop vocational skills which will enhance their employment prospects their physical and emotional health and well-being.
- (iii) To provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of those persons in need, hardship or distress.
- (iv) To advance education for the public benefit by providing advice and guidance upon questions of unemployment, housing, domestic abuse, safeguarding and social welfare and related topics
- (v) To assist persons of limited means in cases of social hardship or economic misfortune upon terms appropriate to their means whether or not members of the society to find appropriate living accommodation and whilst so doing to provide where possible temporary shelter in properties managed by the charity from time to time.

PAC was previously known as Pendle Action for the Community, but due to demand for our services outside of Pendle our name was changed in 2016 to remove any barriers / confusion caused to beneficiaries, ensuring access was for all.

PAC is supported by a board of committed voluntary trustees who bring with them a wealth of experience, and knowledge ranging from Accommodation provision, Youth Services, Legal Services, Human Resources, Business & Project Management, Financial Management, Educational services, Employment & Training Opportunities and Charity governance.

PAC also employs a Charity Manager who provides day to day management support of its projects, maintains charity and company compliance and facilitates strategic and operational development for the charity.

PAC currently manages:



SafeSpace – Supported Accommodation for Homeless Young People

SafeSpace provides Short Stay Supported Accommodation & Support for young people between the ages of 16 and 21, who are homeless or facing homelessness.

SafeSpace Pendle has been delivering supported accommodation for young people since 2000. But since August 2011 we have provided the accommodation and support service in a brand new, purpose built building that provides fully furnished accommodation and support for 19 young people. The new facilities include 15 self-contained flats (consisting of a lounge, bedroom, bathroom, and kitchen and storage area), 4 emergency bedrooms, communal lounges, training kitchens, communal laundry, IT suite, activity room, counselling room, meeting rooms and office space. The accommodation is situated directly next to the brand new Nelson Youth and Community Centre – The Zone allowing access to their provision and services.

Since July 2015 we have also provided SafeSpace accommodation and support service from 1 Queen St in Rawtenstall, including 5 emergency rooms, 6 bedsits and 3 move on flats for young people. There is also a communal lounge, training kitchen, communal laundry, IT room and office space.

SafeSpace supported accommodation is staffed 24-hours by staff and volunteers. Our accommodation bases in Pendle and Rossendale allows us to provide the highest standards of supported accommodation along with the highest quality of support delivered by our team of qualified and extensively experienced staff and volunteers. Our projects do not just provide accommodation but also provides services and support to meet the holistic needs of young people to ensure they develop the appropriate and required skills to live independently and have successful futures.

For further information regarding homelessness and case studies of the support and services we have provided please follow this link where you can see our short film created by young people who have accessed support at SafeSpace - <http://www.youtube.com/watch?v=TfmwvQpHitw>

HAPI (Homelessness Awareness and Prevention Interventions)



HAPI provides homelessness prevention services for young people aged 14-25yrs. Services are available via face to face support as well as telephone support and can include; Providing information and guidance, Helping sort out things with parent's / family members/ carers (if it is safe and appropriate), Family mediation, Exploring housing options (short and longer term), Referring and speaking to other agencies that may be able to help, Contacting and making referrals to accommodation projects, including support in attending assessments if required, Support and assistance with moving into accommodation, including welfare benefits support, Building independent living skills and personal development opportunities

Be Free



Be Free (formerly known as PDVI) provides a locally based, accessible range of support and interventions for adult victims of domestic abuse in Pendle and Rossendale. These services include; Outreach Support in the community, safety planning, group recovery support, professional counselling services, access to legal

support, telephone helpline, sanctuary scheme provision and access to homelessness prevention. Be Free uses specialist and experienced staff to deliver all our services.

Be Free also manage 2 safehouse's within the Pendle community that can provide up to 6 units of safe accommodation for women and children. Please note the safe houses are not staffed 24 hrs a day but are supported by access to a high level of emergency alarm systems, CCTV and building security. Support is offered targeting safety planning for them and children, and recovery as well as accessing move on accommodation and resettlement support to sustain safety and support recovery.

The Lookout

The Lookout provides support to children and young people who have experienced, are in a relationship with or are affected by domestic violence. This project provides one to one support, group support; drop ins and diversionary activities for young people. We work closely with schools and deliver within schools as well as within the community ensuring open access for all with emphasis both on supporting victims and also early intervention and prevention.

RAH (Reducing Aggression and Harm)

Following an increasing demand in requests to deliver support to young people presenting with aggressive and harmful behaviours towards others including towards family members, peers, siblings, teachers our RAH (Reducing Aggression and Harm) project was developed as a small project funded by Children in Need to run as a pilot for 3 years. The project commenced in late 2017 and demand for the project has continued to rise. RAH support focuses on addressing the root causes and underlying issues for these presenting these behaviours, developing alternative strategies and improve their mental health and wellbeing.

Evolve



Evolve is a counselling and life skills service. Access to the service is on a referral basis and additional to this priority is given to current service users of Positive Action in the Community projects. Evolve aims to provide the opportunity for people to address their difficulties that are limiting their personal development and opportunities for their future. The counselling service is delivered by both qualified and final year supervised trainee counsellors who are fully insured and comply with BACP regulations. The life skills programme will offer group sessions to individuals to address wider lifestyle issues and choices and will be offered via one off sessions and programme based sessions. Support will be offered to address a variety of life issues including; Employability, Support Networks, Legal Issues, Accommodation, Health and Well-being, Children, Work and Learning, Empowerment and self-esteem. Evolve's main focus is empowerment of individuals.

PAC Training & Empowerment



PAC training and empowerment is our training and professional development support programme. Originally developed to focus on PAC employees, to support staff inductions as well as professional and personal development, we are now also holding an external contract to support the wider Lancashire county workforce. We currently hold a contract funded by Lancashire County Council Public Health, to provides administration and co-ordination support for a workforce development programme. We co-ordinate the delivery of free training to the children and young people's workforce to support the early intervention approach and increase mental health and wellbeing in Lancashire. The courses are delivered by a pool of qualified trainers from different workforce sectors including; Voluntary sector, Health, Substance misuse services, Counsellors, Housing, Schools. Our role includes co-ordination of the trainers, securing delivery venues across Lancashire, administration and supply of training materials and certification, and monitoring access to the courses. The course portfolio currently includes; SafeTalk (1/2 day introduction to suicide interventions), ASIST (2 day suicide

interventions programme), Youth Mental Health First Aid (YMHFA – 2 day course to qualify as a mental health first aider), 1 day YMHFA (aimed at schools staff).