



Trauma Recovery CIC

SEXUAL, DOMESTIC & RELATIONAL TRAUMA

# Adult Trauma Counsellor

## Job Description

**Salary:** £22,100 (FTE £35,360)

**Hours:** 25 per week with the opportunity to increase

**Location:** 4 satellite hubs across Hertfordshire plus 1 day remote

## Background

Trauma Recovery CIC offer trauma focused therapy to victims/survivors of trauma regardless of when the experience took place.

Clients engage with the service from various backgrounds and we are able to offer time limited free as well as open ended self funded therapy.

The service works with a variety of organisations to secure funding for their service users.

In 2022 Trauma Recovery worked with an addiction agency offering short term trauma focused therapy to their service users. The results of this pilot enabled us to secure funding to expand the service. This new role is the product of the success of the pilot and enables Trauma Recovery to work collaboratively with the addiction support agency to enable clients and service users to address both addiction and trauma with a view to them increasing their life choices.

## Job Summary

This role enables you to be part of an award-winning, innovative team, that brings together a creative and dynamic way of working to create a quality service for clients.

You will work with clients who have a history of traumatic experiences and are either actively in addiction or recently in recovery from addiction to alcohol and or drugs, offering time limited therapeutic support using the SAFE framework.

The role enables you to work with clients in person at 4 venues in Hertfordshire, plus time working remotely completing admin tasks, attending supervision, in house CPD, case management and other meetings. One Tuesday per month Trauma Recovery hold a whole team meeting at head office in Welwyn Garden City. This enables the entire team to meet in person to enhance relationships and team cohesion.

You will have excellent communication skills, knowledge of the links between trauma and addiction and the ability to travel across the county.



## Main Responsibilities

- Work with adults with a presentation of both trauma and addiction offering time-limited therapy
- Commit to working within the SAFE framework for trauma-focused therapy
- Complete client notes accurately and clearly
- Work within a multi-agency service representing Trauma Recovery
- Attend clinical supervision, case management, CPD and team meetings regularly
- Work as part of a team to develop the service
- Identify ongoing client needs and safeguarding concerns
- Contribute to monitoring and feedback on the service
- Work within The National Counselling Society code of conduct and ethical guidance

## General Responsibilities

- Ensure that you maintain membership in a professional counselling organisation that is also recognised by the professional standards authority (such as NCS, BACP, UKCP)
- Maintain professional conduct at all times that supports the ethos of Trauma Recovery
- Participate as a team member, contributing to team development as well as your own professional and personal development
- Execute and assist with administrative support as needed
- Follow steps to ensure compliance with GDPR and Trauma Recovery policies and procedures
- Work closely with the project lead to develop the service
- Assist with monitoring data to develop the service



## Person Specification

We are looking for an exceptional individual with a passion for supporting individuals to understand the links between addiction and traumatic experiences and a passion for supporting healing

### Knowledge and experience

- Qualified to at least level 4 counselling diploma level
- Your qualification must have included at least 100 placement hours
- Knowledge of trauma and addiction and the links between them
- Experience in offering time-limited therapy within a clear, focused framework
- Understanding of multi-agency working
- Professional registration with a body approved by the professional standards authority
- Commitment to deepening your knowledge and expertise around working with all victims of trauma regardless of gender and background
- An understanding of emotional and practical issues which may arise in relation to trauma

### Skills and abilities

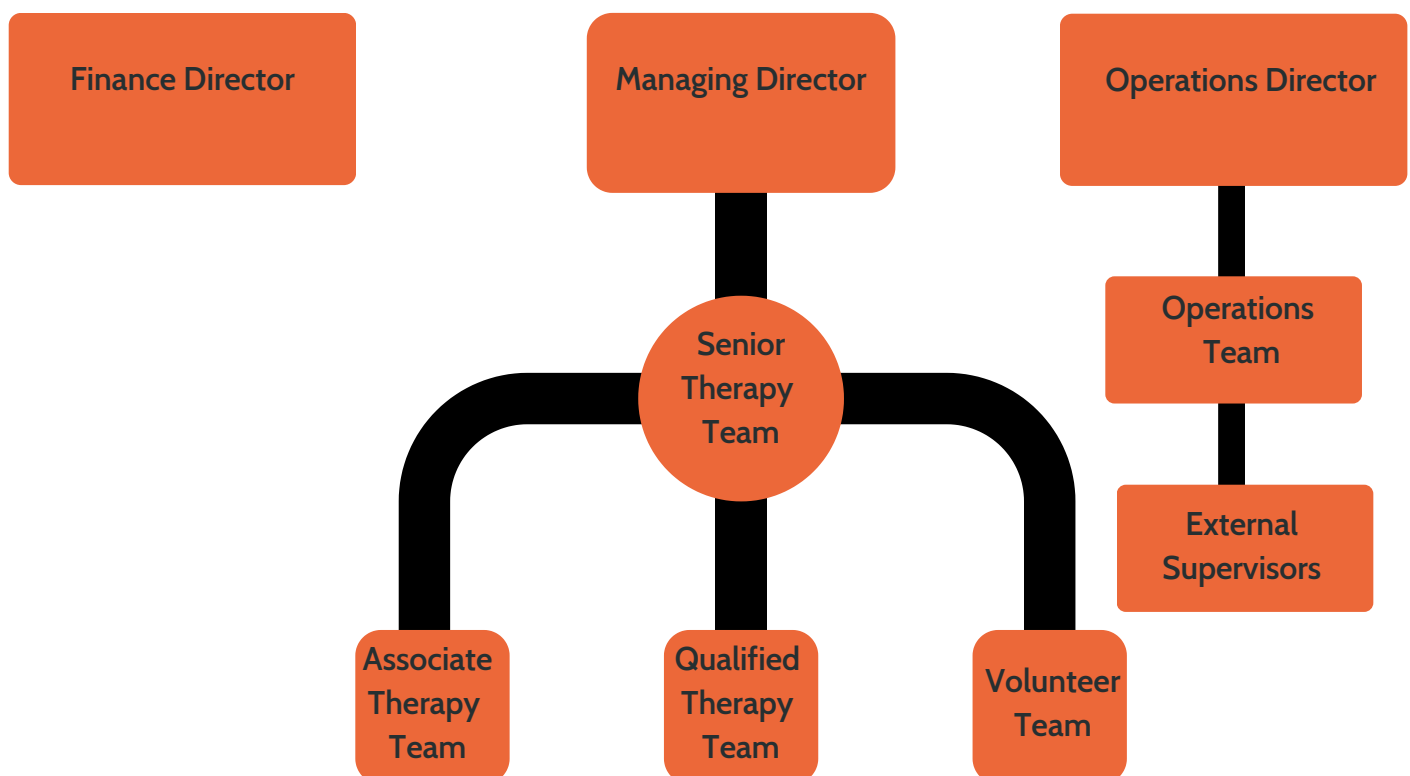
- Ability to develop good therapeutic relationships
- Ability to travel around Hertfordshire
- Ability to work within a clear process to safeguard clients
- Ability to complete client notes and assessments in an accurate and timely manner
- Basic IT skills
- Commitment to Trauma Recovery's vision, ethos and values
- Commitment to attend clinical supervision and case management regularly as required
- Ability to attend team meetings monthly in person at head office (Welwyn Garden City)
- A clear Enhanced DBS check
- Ability to attend Trauma Recovery CPD regularly
- Commitment to adhere to all Trauma Recovery CIC's policies and procedures
- Commitment to monitoring, feedback and evaluation processes
- Commitment to adhere to NCS code of conduct and ethical guidance
- Commitment to integrate with Trauma Recovery CIC clinical framework
- To provide TRCIC a minimum notice of at least 8 weeks if leaving the service
- To provide TRCIC a minimum notice of 4 weeks for holidays or any planned breaks
- To participate and assist with all research, feedback and evaluation projects by accurate data completion.
- Ability to engage clients with different cultural needs and to deliver counselling that is culturally sensitive



## What we offer

- A competitive salary for a not-for-profit organisation based outside of London
- Above average holiday allowance - 22 days holiday pay pro rata plus bank holidays
- From Christmas to New Year the business is closed, this time off is gifted to you
- The opportunity to take your birthday off if this falls on a rostered working day, this time off is gifted to you
- AXA Health and private pension scheme
- Monthly individual clinical supervision
- A minimum of 30 hours per year in-house CPD
- Regular full-day team training
- Regular team-building sessions
- Regular case management supervision and team meetings
- Multi-disciplinary trauma recovery service covering Hertfordshire, Bedfordshire, Cambridgeshire & Essex
- Collaborative working with other professionals as part of a team
- Opportunity to work with the project lead to further develop the service
- Opportunity to attend further relevant external training funded by the business
- Opportunity to develop your role and progress within the business

## Our structure



In this role you will join the qualified therapy team



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## How to join our team

To apply for the role there is no need to send a CV, simply complete an application form.

[Apply Here](#)

(if the link does not work, please visit: [www.trcic.org/join-our-team](http://www.trcic.org/join-our-team))

When completing your application please ensure you address the outlined specification and demonstrate how you meet the criteria by providing relevant examples.

We welcome and encourage applications from people of all backgrounds.

Please Note:

Please note that all applications received after the closing date (if this has been stated) will be automatically rejected as standard practice and without exception, in the interests of fair process.

The Counsellor Task Description and Personal Qualities Specification do not constitute a contract but form part of a working agreement; subject to agreed variation.

Successful Applicants will be required to complete an Enhanced DBS check and provide satisfactory references.