

### **Volunteer Counsellor - Overview Of Main Duties:**

[1] Operate to and comply with BACP Ethical Framework for the Counselling Professions, and CLCC Ltd Policies and Procedures.

[2] Provide counselling to adult clients of the Centre, in accordance with the Counselling Centre's Counselling Model Statement.

*Note: All clients are telephone assessed, added to waiting list, and then allocated to a counsellor. Counsellors then conduct their own initial assessment of client to ensure their suitability to work with the client. The modality for client assessment and counselling is normally face-to-face, however, if trained, and with manager's permission, the counsellor may be permitted to work remotely. Counsellors must have approval of their initial assessment by their CLCC Ltd Clinical Supervisor prior to contracting with client, in blocks of six weekly sessions at a time, up to a maximum of 30 sessions.*

[3] Counsellors must attend two-hour monthly group clinical supervision of their casework, and have additional one to one clinical supervision where required to maintain professional standards.

[4] Counsellors must issue Centre documentation to clients (e.g. PHQ-9 and GAD 7), ensure these are all completed correctly, and maintain accurate records of attendance.

[5] Counsellors must attend inhouse training / CPD events where mandated by the Centre to do so.

[6] Counsellors must raise any safeguarding concerns to their allocated supervisor or the Centre Manager or Clinical Lead Officer in accordance with the emergency referral procedure.