

# LONDON FRIEND COUNSELLING SERVICE

## Role Description and Guidelines for Volunteer Counsellors

### Purpose of the role

- Provide time-limited counselling to lesbian, gay, bisexual and transgendered clients

### Main activities

- Weekly one-to-one counselling sessions with clients
- Appropriate note keeping
- Attendance of clinical supervision

### Skills specification and selection criteria

- Candidates must show a demonstrable experience of counselling training or provision (minimum 2nd year of a recognised Counselling Diploma course).
- Candidates must have at least 30 hours experience of supervised counselling practice prior to applying. Candidates who do not fulfil this criterion but have demonstrable relevant experience may be considered.
- Candidates must work within the BACP Code of Ethics and London Friend's policies and procedures.
- Candidates must display an awareness of issues affecting LGBT people and an awareness of their own attitudes and experiences of their own sexuality and how these may affect the counselling relationship.
- Candidates must display an awareness of issues associated with problematic drug and/or alcohol use.

### Time commitment

- Volunteer counsellors are asked to work up to 3 hours per week with up to 3 clients. Counsellors working in the evening are expected to work with 3 clients per week after the end of their probationary period. This is due to the high demand on evening appointments.
- Volunteer counsellors are required to attend clinical supervision (details below).
- Extra time may be requested to attend meetings, training, preparation etc.
- Volunteer counsellors are required to make a 24-month commitment to the service.
- Where sessions must be cancelled volunteer counsellors are asked to provide at least 24 hours' notice unless under unavoidable circumstances.
- Volunteer counsellors are required to be in personal therapy for the duration of their placement.

## **Work location**

- Work is carried out at the London Friend premises near King's Cross.

## **Supervision**

- London Friend provides clinical group supervision to volunteer counsellors every 2 weeks. Failure to attend supervision on a regular basis will result in termination of the volunteer counsellor's contract.
- London Friend reserves the right to ask a counsellor to take extra supervision, if deemed necessary.
- Management supervision can be arranged with the Counselling Service Managers as required.
- Volunteers report to their clinical supervisor in relation to client work.
- Volunteers report to the London Friend Counselling Service Managers in respect to other management issues.

## **Additional considerations**

- Due to the nature of the work undertaken by London Friend we cannot offer volunteer positions to anyone with a personal history of addiction unless he or she has completed rehabilitation or ceased drug or alcohol misuse for a minimum of two years.
- After completing an application form, successful applicants are invited to a formal interview. Final acceptance is subject to a CRB check and two satisfactory references, one of which must be from the candidate's current or most recent clinical supervisor.
- All newly appointed volunteer counsellors are required to attend the London Friend General Induction, Sexual Health Training day and office induction.
- Due to the nature of this role (i.e. clients selecting to use a targeted LGBT service), applicants are required to identify as being from the lesbian, gay, bisexual or transgendered communities.
- New counsellors are under a probationary period of six months.