



## LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

<b>Position</b>	Counselling Service Coordinator -Maternity Leave cover-
<b>Responsible to line</b>	Executive Director
<b>Salary</b>	£28.400 FTE – 35 hours One-year fixed term contract
<b>Responsible for</b>	Two counsellors, counselling volunteers
<b>Benefits</b>	20 days of annual leave plus 8 bank holidays 2 weeks of customary leave in December Availability of flexible working hours upon agreement Flexible working for mothers upon agreement A Perkbox account – giving you instant 24/7 access to more than 250 perks, including free drinks, cinema tickets, shopping discounts, online GP appointments, fitness classes, learning courses and much more.
<b>Time allocation</b>	21 hours a week

### About LAWA

LAWA is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1987. We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and in Europe, and we run a VAWG Advice Centre to provide support and advocacy for Black and minoritised<sup>1</sup> survivors. We offer community wellbeing services such as Counselling, the Change Maker and Chavitas Change Maker programs -spaces for Latin American women and girls to share their experiences as migrants-, and the Growing Together project -an initiative to reduce isolation/risk of being isolated among elderly Latin American women-, and we do advocacy on the housing issue for BME VAWG survivors.

### Job Purpose

The post-holder will work within a fully integrated team to manage LAWA's counsellors (comprised of three staff members and up to 6 volunteers at any one time) and coordinate the delivery of a high-quality counselling service. LAWA Counsellors provide holistic, culturally specific, trauma informed therapeutic support to Latin American

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<sup>1</sup> Despite the wide use of the term BME -Black and Minority Ethnic-, we have a preference for Black and minoritised redefinition. However, for publications and documents purposes we use the acronym BME.

and other black and minoritised women who have experienced gender-based violence. As a by and for organisation, she does this in their own language and utilising culturally appropriate engagement strategies, through values and practices grounded in personal and collective care, wellbeing and empowerment tools

## **Main duties and responsibilities**

### **Service provision and development**

- Developing a therapeutic program for clients and continue to build LAWA's counselling service to meet the demand of women wanting to access counselling support
- To provide holistic wellbeing assessment and make effective referrals or signpost service users to specialist services which will help and support them on a long-term/more intensive basis
- To carry and provide a time limited caseload for individuals and group therapeutic counselling.
- To maintain good and accurate recordings of client work on LAWA'S clients database (lamplight, CORE). This includes having up to date client evaluations forms and client feedback at all times.
- To maintain professional ethical boundaries, impartiality and confidentiality at all times.
- To write supportive letters and counselling reports

### **Case load management**

- Managing and overseeing initial assessment of potential clients
- Coordinating matching of clients with suitable counsellors
- Manage and maintain the counselling waiting list

### **Volunteers management**

- Interviewing potential volunteer counsellors with LAWA
- Induction of new volunteer counsellors into LAWA's procedure
- To support and supervise volunteers and staff providing individual or group therapeutic activities within the team.

### **General**

- Take a proactive & enthusiastic approach to tasks, problem solving & team working.
- Actively participate and contribute to all required meetings, training and CPD.
- Adhere to organisational policies and procedures
- Attend and contribute to team meetings, and help build and maintain healthy working relationships within the team
- To work at all times with the best interest of LAWA in mind and to avoid any action that may cast LAWA and/or its activities into disrepute.

**Flexibility clause:** In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. Such duties however, will fall within the scope of the job at the appropriate grade. This job description will be subjected to review with the post holder, to ensure that it accurately reflects the duties and range of the post.

**Conditions:** All posts at LAWA are subject to the availability of funding. This post is offered for a fixed term period. Additionally, this post is subject to a probationary period of three-month term.

## PERSON SPECIFICATION

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
A recognised diploma or degree or equivalent in counselling/psychotherapy	Essential
Membership of, and eligible for accreditation and/or registration by BACP/UKCP or equivalent	Essential
Knowledge of child and vulnerable adult protection procedures and legislation	Essential
Extensive post-qualification clinical experience including clinical practice working with trauma and sexual abuse/violence	Essential
In-depth understanding of gender-based violence and its complex dynamics as well as the practical, emotional and economic issues that women, children & young people who are experiencing it face.	Essential
Experience of working independently, managing own workload and demonstrating self-motivation	Essential
Experience of undertaking assessments and managing referrals	Essential
Excellent interpersonal skills, team working and team management skills	Essential
Excellent listening skills and the ability to communicate effectively to a variety of audiences both verbally and in writing	Essential
Ability to assess service user needs and risk	Essential
Case recording and monitoring skills and ability to interpret data to produce reports	Essential
Good IT and organisational skills	Essential
Ability and psychological resilience to work with people in crisis and acute states of distress or disturbance and maintain a sensitive and professional attitude	Essential
Sensitivity to working in a multi-cultural environment and an understanding of the ways in which views about mental health are culturally specific	Essential

Therapeutic skills in working and building trusting relationship with trauma survivors experiencing a range of psychological issues including: PTSD, loss, guilt, shame, depression, pain, displacement	Essential
Ability to support, develop and supervise staff and volunteers within the therapeutic service team.	Essential
Ability to fluently communicate with clients and external agencies in Spanish (verbal and written form)	Essential
Ability to work on own initiative and demonstrate initiative on a daily basis.	Essential
Ability to assess work, provide feedback and follow-up tasks as assigned and making consistent and satisfactory progress towards established goals.	Essential
Training and/or experience of delivering clinical case work supervision	Desirable
Experience of managing a counselling service within a voluntary or statutory setting	Desirable

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWA, the organisation considers the candidate's race and gender, to be an occupational requirement in accordance with Parag. 1, Schedule 9, of the Equality Act 2010.

**This post is open only to Latin American and other Black and Ethnic Minoritised Women. We encourage applications from Black Latin American women as well as LGBTQ+ BME women.**

**Please note that we are not able to sponsor any work permit or visa. No agencies.**

To apply please send your CV and a cover letter to [recruitment@lawadv.org.uk](mailto:recruitment@lawadv.org.uk). **In the email subject, please indicate the post you are applying to.** Deadline: 3<sup>rd</sup> June 2022 – We reserve the right to close earlier if the right candidate is appointed. **We encourage early applications.**