



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

<b>Position</b>	Counsellor (Brazilian Portuguese speaker) [ML cover]
<b>Salary</b>	£24,500 FTE of a 35hrs a week role One-year fixed term contract
<b>Time allocation</b>	7 hours a week
<b>Responsible to</b>	Counsellor Coordinator
<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.

### 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

Provide trauma approach counselling and emotional support services to women survivors of different forms of gendered-based violence in the UK benefiting from LAWA's Refuges or Advice Centre.

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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.

To manage and guide one counsellor volunteers to increase LAWA's capacity.

### **Main Duties and Responsibilities**

- To carry and provide a time limited caseload for individual therapeutic counselling.
- To support and supervise volunteers providing individual or group therapeutic activities within the team.
- To maintain good and accurate recordings of client work on client database and 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.
- Offering ongoing support to volunteer counsellors and student counsellors on placement

### **Service development**

- Promote and publicise the counselling service amongst relevant agencies.
- Assess the needs of women upon referral to the service, including risks to which they are subject, and allocate service users to counsellor's volunteers.
- Ensure the safety and support of children and vulnerable adults in lines with LAWA's safeguarding policies and procedures.
- Undertake regular clinical supervision.
- Coordinate external clinical supervision
- Liaise and network with relevant statutory and voluntary organisations in providing support to service users.
- Service monitoring and record keeping, responsible for organisation reports and funder's report of project of the counselling service, projects include measurable indicators of outputs, outcomes and impact.

### **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
- Work at all times with the best interest of LAWA in mind.
- Ensure that any action or comments made on behalf of or representing LAWA will not cause the organisation's name to be suited or assist in bringing the organisation's name 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
<b>CLIENT WORK</b>	
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
In-depth understanding of gender based violence and its complex dynamics as well as the practical, emotional and economic issues which women, children & young people who are experiencing it.	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	Desirable
Experience of working with different modalities	Essential
Experience of working independently, managing own workload and demonstrating self-motivation	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
Case recording and monitoring skills and ability to interpret data to produce reports	Desirable
Good IT and organisational skills	Essential
Experience and knowledge of issues facing Latin American and other BME women experiencing domestic violence and abuse.	Desirable
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

Good organisation skills and caseload management, record keeping and the ability to act on own initiative when appropriate.	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
An understanding of working in the voluntary sector / violence against women sector or similar field	Desirable
Training and/or experience of delivering clinical case work supervision	Desirable
Experience of managing volunteers	Desirable
Proficiency in English	Essential
Brazilian Portuguese as mother tongue	Essential

LAWA aims to be an Equal Opportunities employer. In light of the nature of work and focus of LAWLA, 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.**