



LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

Position	Counsellor – Portuguese speaker
Reporting to	Counsellor Coordinator
Benefits	38 days holidays (pro rata) that includes 25 annual leave, your birthday, bank holidays, and the time between Christmas and New Year's. Availability of flexible working hours upon agreement
Salary	£31,150.00 equivalent of a full-time job of 35 hours One-year fixed-term contract
Dedication time	21 or 28 hours/week - probation period of three months.
Location	LAWA's Main Office in Hackney, London

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 minoritised¹ 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 Latin American and other Black and Minoritized women survivors of diverse forms of gender-based violence in the UK. This assistance is extended to individuals benefiting from LAWA's Refuges or Advice Centre, delivering service for those at the highest risk within the community.

Supervise and mentor a team of volunteer counsellors to enhance LAWA's capabilities.

Main Duties and Responsibilities

- To carry and provide a time limited caseload for individual therapeutic counselling.
- Provide one-on-one therapeutic support to women survivors of gender-based violence, helping them cope with trauma, rebuild self-esteem, and develop coping strategies.

- Facilitate therapy sessions to create a safe space for women to share their experiences and learn from their journeys.
- To support and supervise volunteers providing individual or group therapeutic activities within the team.
- Always keep accurate records of client interactions/work on the designated database, and regularly update client evaluation forms and feedback.
- To maintain professional ethical boundaries, impartiality and confidentiality at all times.
- To write supportive letters and counselling reports.
Provide continuous assistance to volunteer and student counsellors during their placements.

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.
- 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 reports 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: From time to time, the post holder will be required to undertake duties that are consistent with the work of LAWA. The post holder must be flexible and be able and willing to take on such duties, which are not significantly out with the scope and the nature of the role.

Conditions: All positions at LAWA are subject to the availability of funding. This position is offered on a one-year fixed-term contract and includes a three-month probationary period.

Person Specification

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
CLIENT WORK	
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	Desirable
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 and organisation skills	Essential
Excellent interpersonal, team player and ability to work on own initiative	Essential
Excellent listening skills and the ability to communicate effectively to a variety of audiences both verbally and in writing	Essential
Demonstrate strong skills in recording and monitoring cases, as well as the ability to interpret data and create reports	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
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 third sector / violence against women sector or similar field	Desirable
Proficiency in English	Essential
Brazilian Portuguese and/or Latin American Spanish as mother tongue	Essential

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+ women.

Please note that this position does not qualify for work permit or visa sponsorship. No agencies.

To apply please send your CV and a cover letter to recruitment@lawadv.org.uk. In the email subject, please indicate the post you are applying to. **Deadline: 15th November 2024** – **We reserve the right to close earlier if the right candidate is appointed.**