



Application & Interview Process Job Specification

Interview Process

Most of the questions will come in the form of asking for an 'example of a time when'. We recognise that this interview may not be like any other interview that you will have attended, but a degree of openness is needed to be successful in gaining a placement. We know how difficult it is to gain a placement and what pressure there is to appear like a fully formed counsellor. We do not expect this, and more importantly we value your openness and awareness of where you still need to grow. Questions will be asked that show your:

- Personal awareness, this includes your awareness of where you still need to grow
- Personal journey that led you to wanting to be a counsellor.
- Your personal and professional boundaries and where you struggle
- Your resilience
- Your commitment to the charity beyond getting your placement hours
- Your admin skills
- What your needs are from a placement

If you are unsuccessful, please know that it will be because we feel that you may struggle with our client group. As a generic service our clients often present with very challenging issues which can be difficult for trainee counsellors. These issues may not appear within our initial appointment, despite being quite rigorous. It would be unethical of us to ask you to work at this level without further personal and professional growth.

Neuro Diverse Applicants

We ask applicants if they are Neuro Diverse. This could be Autism, ADHD, or Dyslexia to name a few. If you have any requirements or reasonable adjustments either in the application or interview process, please do not hesitate to speak with us, so we may assist you.

Volunteer Counsellor Duties

Main Duties

- Providing one to one counselling with HCS clients – working as a counsellor appropriately and professionally in accordance with HCS policy and BACP Ethical Framework.
- To work with the Executive Director and Counsellor & Client Co-ordinators to manage client sessions, with reference to time and number of sessions, according to HCS policy, and to the needs of HCS.
- To work and liaise with the Executive Director and Counsellor & Client Co-ordinators, as necessary, regarding concerns/issues with clients.

- To report, as appropriate, to the Executive Director and Counsellor & Client Co-ordinators with regards to clients matters and process.
- To build up to 3 clients within a 6-week period and then to maintain at least 3 weekly clients
- Student Counsellors commit to at least a 1-year placement or 150 client hours
- That on giving notice to HCS, that clients' sessions are completed in full.
- To keep client records appropriately and according to HCS policy.
- To have had one supervision session before starting counselling with HCS.
- HCS provides £20 per client, per calendar month. With a maximum of £80 per calendar month
- To attend our monthly Zoom Group Supervision
- To provide an up-to-date DBS or allow HCS to conduct a DBS
- Complete the 4-way agreement
- To work primarily Face to Face, with occasions of working via Teams and telephone
- To attend HCS Training days
- To use the Client Relationship Manager Database and keep you client admin up to date
- To attend the Induction session before starting with clients
- General office duties may be required if the need arises.
- To attend counsellors' meetings. No more than 3 per year