



ROLE ADVERT

ROLE TITLE: Young People's Counsellor

(April 2017- March 31st 2018)

POST ID: LYW 016

GRADE: SCP F 25-29 (£22,434 - £25,694 pro rata per annum)

HOURS: 8 hours per week

LOCATION: Caldicot, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

PURPOSE OF POST:

To offer a counselling service to children and young people in a given youth centre, school or G.P.Surgery

To provide counselling assessment for children and young people.

Should you require any further information regarding this post, please contact: Rebecca Kent, Face 2 Face Counselling Coordinator Tel: 01291 672237, email: rebeccakent@monmouthshire.gov.uk

Closing Date: Friday 12 noon on 17th March 2017

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

ROLE PROFILE

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RESPONSIBLE TO: Face 2 Face Counselling Coordinator for Monmouthshire Youth Service

Our Purpose:-

The youth service is an integral part of MCC's Innovation and Enterprise Directorate. We work with young people aged 11-25 across the county supporting them through informal learning; information; advice and guidance. We enable young people to socialise in a safe and empowering environments, where they grow from dependence to independence. Face to Face counselling team provides counselling and therapy to young people between the ages of 5- 25 across Monmouthshire.

The Purpose of this Role:-

To offer a counselling service to children and young people in a given youth centre, school or G.P.Surgery

To provide counselling assessment for children and young people.

Your responsibilities are to:-

1. To provide individual/group counselling sessions for children and young people.
2. To support their personal development, strengthening their ability in decision making.
3. To help children and young people increase their self esteem by exploration and expression of feelings, including those associated with particular life crises (i.e. loss, death, divorce).
4. To work to enable children and young people with a need for protective or therapeutic services in relation to issues of child protection a more direct access to the necessary services.

5. To help children and young people develop skills needed in a variety of social settings, including peer group relationships and problem solving strategies.
6. To help children and young people mobilise resources to deal with particular difficulties (i.e. anger management).
7. To maintain confidential records of all children and young people using the service.
8. To communicate with referral sources and/or other relevant professionals as needed in order to co-ordinate effective counselling provision for children and young people.
9. To promote and contribute to the effective operation of the Counselling service within schools and other venues using a range of strategies including displays, leaflets, ICT and group talks/presentations.
10. To deliver workshops to young people to raise awareness of counselling and communication skills in order to promote greater levels of emotional health resilience.
11. To provide information and guidance to multi-agency staff regarding the school-based counselling service.
12. To establish, maintain and monitor appropriate administrative systems with regard to client referrals and to provide termly reports of quantitative data which also review and evaluate.
13. To comply with agreed referral mechanisms.
14. To implement policies and procedures that govern the counselling service.
15. To raise awareness and increase the profile of the Counselling Service amongst professionals, young people and parents.
16. To work within the guidelines set by the relevant accredited body
17. To attend monthly Clinical Supervision sessions with one of the teams Clinical Supervisors.
18. To attend meetings as and when required.
19. To undertake 30 hours of CPD courses each year, including regular up-dates around Child Protection Procedures.
20. To be flexible in approach, delivery and working hours.
21. Conform to Monmouthshire County Council's Equal Opportunities Policy and Health, Safety and Welfare policies and guidelines
22. To ensure all activities are carried out in line with the Council's Health and Safety Policy and where necessary Risk Assessments are undertaken.

23. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs.
24. To work in collaboration with the Designated Officer for Safeguarding/Child Protection in the following way: To ensure that all staff are aware of the LA policy on Safeguarding and Child Protection and that all policies and practices are in line with the All Wales Child Protection Procedures. To make referrals to Children's Services in the event of a disclosure and/or concern that a child/young person is 'in need' or at risk of significant harm. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.

PERSONAL SPECIFICATION

Qualifications and Experience

- Hold Qualification Post Graduate Diploma in Counselling & Level 4 Diploma Counselling Children & Adolescents.
- Full member of a major accrediting body registered with the Professional Standard's Authority (BACP/NCS)
- At least two years of post qualifying experience working with children and young people in the 11-25 age group
- Have experience of working with other agencies, the ability to liaise with them to help effect positive change based on the issues raised by children and young people.
- Clean Driving Licence with access to own vehicle.
- An enhanced DBS disclosure will be required.

Knowledge, Skills and Ability

- Excellent written and verbal communication skills
- Organisational skills and ability to prioritise
- Ability to work unsupervised, on own initiative and as part of a team.
- Commitment to delivery of an efficient, effective and confidential service, where the involvement of the children and young people is paramount.

- To be computer literate.
- To be trustworthy and act with integrity at all times.
- Enthusiastic and approachable
- Clear professional and clinical boundaries
- Understanding of the range of psychological difficulties faced by children and young people.



HYSBYSEB RÔL

TEITL Y RÔL: Cwnselydd i Bobl Ifanc
(Ebrill 2017 – 31^{ain} Mawrth 2018)

RHIF ADNABOD Y SWYDD: LYW 016

GRADD: SCP 25-29 (£22,434 - £25,694 pro rata)

ORIAU: 8 awr yr wythnos.

LLEOLIAD: Cil y coed, a all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd

ASESIAD Y GYMRAEG:

(b) Sgiliau yn y Gymraeg yn ddymunol

PWRPAS Y SWYDD:

I gynnig gwasanaeth cwnsela i blant a phobl ifanc mewn canolfannau ieuenctid, ysgol neu Feddygfa
I ddarparu asesiadau cwnsela i blant a phobl ifanc

Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda gyda: Rebecca Kent, Cydlynnydd Cwnsela Wyneb yn Wyneb
Ffôn: 01291 672237 – e bostiwch rebeccakent@monmouthshire.gov.uk

Dyddiad Cau: Hanner dydd Dydd Gwener 17^{eg} Mawrth 2017

Bydd cyfweiliadau yn cael eu cynnal: Wythnos yn dechrau 27^{ain} Mehefin 2016

Noder os gwelwch yn dda nad ydym yn derbyn CVs

Mae modd cwblhau ffurflenni cais ar-lein neu lawrlwythwch drwy fynd i:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Dylid danfon unrhyw geisiadau papur i'r cyfeiriad canlynol:-
Gwasanaethau Pobl, Cyngor Sir Fynwy, PO BOX 106, Cil-y-coed, Sir Fynwy. NP26 9AN

Mae'r rôl hon wedi ei heithrio o'r Ddeddf Adsefydlu Troseddwyd ond bydd yr ymgeisydd llwyddiannus yn gorfod mynd drwy Wiriad Datgeliad Manylach.

Mae Cyngor Sir Fynwy yn gyflogwr Cyfle Cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned. Mae modd rhannu pob swydd oni bai y nodir yn wahanol.

PROFFIL Y RÔL

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YN ATEBOL I: Cydlynnydd Cwnsela Wyneb yn Wyneb Gwasanaethau Ieuenctid Sir Fynwy

Ein Pwrpas:-

Mae'r gwasanaeth ieuenctid yn rhan annatod o Gyfarwyddiaeth Arloesedd a Mentergarwch Cyngor Sir Fynwy. Rydym yn gweithio gyda phobl ifanc rhwng 11 a 25 mlwydd oed ar draws y sir drwy eu cefnogi drwy ddysgu anffurfiol; gwybodaeth; cyngor a chyfarwyddyd. Rydym yn galluogi pobl ifanc i gymdeithasu mewn amgylcheddau diogel ac sydd yn eu hymrymuso, lle y maent yn tyfu o ddibyniaeth i annibyniaeth. Dydy Cwnsela Wyneb yn Wyneb yn darparu cwnsela a therapi i bobl ifanc rhwng 5 – 25 ar draws Sir Fynwy.

Pwrpas y Rôl hon:-

I gynnig gwasanaeth cwnsela i blant a phobl ifanc mewn canolfannau ieuenctid, ysgol neu Feddygfa

I ddarparu asesiadau cwnsela i blant a phobl ifanc

Mae eich cyfrifoldebau yn cynnwys:-

1. Darparu sesiynau cwnsela unigol ac ar gyfer grwpiau i blant a phobl ifanc.
2. Cefnogi eu datblygiad personol, a chryfhau eu gallu i wneud penderfyniadau.
3. Helpu plant a phobl ifanc i gynyddu eu hymdeimlad o hunanwerth drwy archwilio a mynegi teimladau, gan gynnwys y rhai hynny sydd yn gysylltiedig ag argyfyngau bywyd (h. y. colled, profedigaeth, ysgariad).

4. Gweithio er mwyn caniatáu bod plant a phobl ifanc sydd angen gwasanaethau diogelu neu therapiwtig o ran materion diogelwch plant a rhoi mynediad iddynt dderbyn y gwasanaethau angenrheidiol.
5. Helpu plant a phobl ifanc i ddatblygu'r sgiliau sydd angen arnynt mewn amryw o sefyllfaoedd cymdeithasol gan gynnwys datblygu perthynas gyda chyfoedion o'r un oedran a strategaethau datrys problemau.
6. Helpu plant a phobl ifanc i ddefnyddio adnoddau i ddelio gyda thrafferthion penodol (h.y. rheoli tymer).
7. Cynnal cofnodion cyfrinachol o'r holl blant a phobl ifanc sydd yn defnyddio'r gwasanaeth.
8. Cyfathrebu gyda ffynonellau atgyfeirio a/neu weithwyr proffesiynol eraill fel sydd angen er mwyn cydlynu darpariaeth gwnsela effeithiol i blant a phobl ifanc.
9. Hyrwyddo a chyfrannu at ddarpariaeth gwasanaeth Cwnsela effeithiol o fewn yr ysgolion a lleoliadau eraill gan ddefnyddio ystod o strategaethau gan gynnwys arddangosfeydd, taflenni, TG ac anerchiadau/cyflwyniad i grwpiau.
10. Darparu gweithdai i bobl ifanc er mwyn codi ymwybyddiaeth o gwnsela a sgiliau cyfathrebu er mwyn hyrwyddo lefelau uwch o gadernid iechyd emosiynol.
11. Darparu gwybodaeth a chanllawiau i staff aml-asiantaeth sydd yn ymwneud â'r gwasanaeth cwnsela sydd wedi ei leoli mewn ysgolion.
12. Sefydlu, cynnal a monitro systemau gweinyddol priodol o safbwynt atgyfeirio cleientiaid a darparu adroddiadau amserol o ddata meintiol sydd yn adolygu ac yn gwerthuso.
13. Cydymffurfio gyda mecanweithiau atgyfeirio penodol.
14. Gweithredu polisïau a gweithdrefnau sydd yn rheoli'r gwasanaeth cwnsela.
15. Codi ymwybyddiaeth a chynyddu proffil y Gwasanaeth Cwnsela ymhlith pobl broffesiynol, pobl ifanc a rhieni.
16. Gweithio gyda chanllawiau'r wedi osod gan y cyrff archredig perthnasol.
17. Mynychu Sesiynau misol Goruchwyllo Clinigol gydag un o'r timau Goruchwylwyr Clinigol.
18. Mynychu cyfarfodydd fel sydd angen.
19. Cymryd rhan mewn 30 awr o gyrsgau Datblygiad Proffesiynol Parhaus y flwyddyn gan gynnwys cyrsiau diweddarau am Weithdrefnau Diogelu Plant.
20. Bod yn hyblyg o ran dulliau, cyflenwi ac oriau gwaith

21. Cydymffurfio gyda Pholisi Cyfle Cyfartal Cyngor Sir Fynwy a pholisïau a chanllawiau Iechyd, Diogelwch a Lles.
22. Sicrhau bod yr holl weithgareddau yn cael eu cynnal yn unol â Pholisi Iechyd a Diogelwch y Cyngor a bod asesiadau risg yn cael eu cynnal pan fydd angen.
23. Ymgymryd ag unrhyw ddyletswyddau a chyfrifoldebau o dan Deddf(au) Diogelu Data 1984 a 1998, yn enwedig, cymryd camau rhesymol fel nad oes unrhyw ddata personol yn cael ei golli neu ei ryddhau heb awdurdod.
24. Gweithio gyda'r Swyddog Dynodedig ar gyfer Diogelu Plant yn y ffordd ganlynol: Sicrhau bod yr holl staff yn ymwybodol o bolisi yr ALI ar Ddiogelu Plant a sicrhau bod yr holl bolisïau ac arferion yn cydymffurfio gyda Gweithdrefnau Diogelu Plant Cymru Gyfan. Atgyfeirio plant at y Gwasanaethau Plant mewn achos o ddatgelu a/neu bryder bod plentyn/person ifanc 'mewn angen' neu mewn risg o niwed sylweddol. Cynnal dogfennau cywain, cyfrinachol sydd wedi eu diweddarau ar yr holl achosion o ddiogelu plant.

MANYLEB PERSON

Cymwysterau a Phrofiad

- Meddu ar Gymhwyster Diploma Ôl-radd mewn Cwnsela, a Lefel 4 mewn Diploma Cwnsela i Blant a'r Glasoed.
- Aelod llawn o Brif corff achredu cofrestredig gyda'r Awdurdod Safoanu Proffesiynol (BACP/NCS).
- Oleua 2 flynnedd o brofiad o weithio gyda phlant a phobl ifanc yn y grŵp oedran 11 i 25 mlwydd oed
- Profiad o weithio ag asiantaethau eraill, gan gynnwys y gallu y gydlynu gyda hwy er mwyn creu newidiadau positif sydd yn seiliedig ar y materion sydd wedi eu codi gan blant a phobl ifanc.
- Trwydded Yrru Lân a'r defnydd o gar.
- Bydd angen datgeliad DBS manylach.

Sgiliau, Gwybodaeth a Gallu

- Meddu ar sgiliau cyfathrebu ysgrifenedig ac geiriol arbennig.
- Sgiliau trefniadol ac hefyd i flaenoriaethu
- Y gallu i weithio ar ben eich hun yn ogystal ag o fewn tîm
- Ymrwymiad i gefnogi darpariaeth gwasanaeth effeithiol, effeithlon ar draws yr awdurdod lle y mae cynnwys pobl ifanc yn hynod bwysig.
- Y gallu i ddefnyddio cyfrifiadur.
- Bod modd ymddiried ynoch a'ch bod yn ymddwyn ag urddas bob tro.
- Brwdfrydig ac hawdd i mynd ato.
- Ffiniau proffesiynol a chlinigol clîr
- Dealltwriaeth o'r amrywiaeth o anhawsterau seicolegol mae plant a phobl ifanc yn wynebu.